

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : **Head Office (HO)** Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001.  
**Districts Ekurhuleni North (EN)** Physical Address: 78 Howard Avenue, Munpen Building, Benoni Postal Address: Private Bag X059, Benoni, 1500 Enquiries: Emily Mochela Tel No: (011) 746-8190.  
**District Gauteng North (GN)** Physical Address: Yorkcor Park Building, 86 Watermeyer Street, Val De Grace, Pretoria Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Alfred Phaswana Tel No: (012) 846-3754  
**District Gauteng West (GW)** Physical Address: Corner Boshoff & Human Street, Krugersdorp Postal Address: Private Bag X2020, Krugersdorp 1740 Enquiries: Louisa Dhlamini Tel No: (011) 660-4581.  
**District Johannesburg Central (JC)** Physical Address: Corner Morola & Chris Hani road Soweto College, Pimville. Postal Address: P.O. Box 900064, Bertsham, 2013 Enquiries: Linda Mabutho Tel No: (011) 983-2231.  
**District Johannesburg East (JE)** Physical Address: 142/144, Fourth & Elizabeth Street, Parkmore, Sandton Postal Address: Private Bag X9910, Sandton, 2146 Enquiries: Elizabeth Moloko: Tel No: (011) 666-9109.  
**District Johannesburg North (JN)** Physical Address: Corner Biccard & Jorrison street FNB Building Braamfontein Postal Address: Private Bag X01, Braamfontein, 2017 Enquiries: Nelisiwe Mashazi: Tel No: (011) 694 9378.  
**District Johannesburg South (JS)** Physical Address: 100 Northern Parkway, Crownwood Ormonde, Johannesburg Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Patrick Sesane: Tel No: (011) 247-5957.  
**District Sedibeng East (SE)** Physical Address: Corner Joubert & Kruger street SL & M Building Vereeniging Postal Address: Private Bag X05, Vereeniging, 1930 Enquiries: Peter Nkgage: Tel No: (016) 440-1861  
**District Tshwane North (TN)** Physical Address: Wonderboom Junction, 11 Lavender Street, Pretoria. Postal Address: Private Bag X925, Pretoria, 0001. Enquiries Rejoice Manamela Tel No: (012) 543 4313.
- CLOSNG DATE** : 13 November 2020
- NOTE** : It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents), which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. All candidates for MMS positions will be required to undergo competency assessment and security clearance. The specific reference number of the post must be quoted. The Department reserves the right not to make appointment(s) to the advertised post(s). If you do not receive any response within 3 months, please accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, emailed and late applications will be considered

**OTHER POSTS**

- POST 25/197** : **CHIEF MECHANICAL ENGINEER GRADE A REF NO: HO2020/11/01**  
Directorate: Infrastructure Planning
- SALARY** : R1 042 827 – R1 192 365 per annum (All-inclusive package). The Department will award a higher salary depending on the expertise of the applicant.
- CENTRE REQUIREMENTS** : Head Office, Johannesburg  
: An appropriate Degree in Engineering. Six years' experience post qualification. Computer literate. Registered as a Professional Engineer with ECSA. Valid Drivers' License.
- DUTIES** : Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile mechanical briefing

		documentation and specifications. Provide mechanical engineering guidance and inputs to all Infrastructure Delivery Management System deliverables and reports. Investigate mechanical engineering installations and oversee commissioning of mechanical engineering installations. Develop strategies to cultivate greater feedback with internal and external stakeholders for the enhancement of service delivery. Manage sub-ordinates. Undertake research. Ms. Winny Radzilani Tel No: (011) 843 6540
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 25/198</u></b>	:	<b><u>ASSISTANT DIRECTOR: GENERIC TRAINING AND WORK READINESS SKILLS REF NO: HO2020/11/02 (X3 POSTS)</u></b> Directorate: Programme Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 per annum Head Office, GCRA An appropriate 3-year National Diploma/Degree in Education/Human Resources Management/Organizational Psychology plus a minimum of three years' experience in facilitating training and development is compulsory. Facilitator and Assessor Qualifications and a valid drivers' licence are compulsory requirements. An understanding of Government policies, procedures and processes. Extensive understanding of Human Resources Development (HRD), Talent Management and Skills Development legislation and application. Knowledge and understanding of blended learning approaches. Appreciation and understanding of government prescripts such as the PFMA, SCM regulations, etc. Key Competencies: Instructional, Communication and Public Speaking skills, Assessor Skills. Research capabilities Experience with producing training materials and lead workshops and seminars. Conduct effective training programs, leadership and motivational skills, preparing training curriculum materials. Experience in delivery of training in a virtual format. Strong interpersonal skills, creativity, technological skills, and attention to detail.
<b><u>DUTIES</u></b>	:	Facilitate the delivery of outcomes-based training programmes; Support learners in the compilation of Portfolios of Evidence (PoE); Conducting in-house and offsite activities such as presentations, job simulations, and role-playing exercises; conduct formative and summative assessment. Curriculum and learning material design, development and review; frequently carry out research and recommending necessary learning equipment and platforms; Conduct research to improve relevance of training and delivery in the Province. Develop and contextualize training according to the needs of the clients. Deliver accredited and non-accredited programmes. Deliver training across the entire Gauteng Provincial Government including Unemployed Youth; Assess and measure the results of training; Monitoring, evaluating, and taking an accurate and adequate record of training activities and program effectiveness. Ms Lydia Phehla Tel No: (011) 556 9001
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 25/199</u></b>	:	<b><u>ASSISTANT DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: HO2020/11/03</u></b> Directorate: Programme Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 per annum Head Office, GCRA An appropriate 3 year National Diploma/Degree in Communications/ Public Relations/ Social Planning/Community Development or related plus a minimum of 3 years' experience in stakeholder coordination and/or management role. Excellent knowledge of Government, Parliamentary process and requirements. Sound knowledge and understanding of all national and provincial strategies and legislation in relation to socio-economic environment as well as training and skills development. Sound knowledge of other Public Service prescripts, Human Resource Development policies and strategies. Sound understanding of the basic education environment. Competencies: Experience of undertaking stakeholder management role in organisations. Demonstrate success in resolving conflicting stakeholder requirements in a complex stakeholder environment. Experience in developing and successfully implementing stakeholder engagement plans. Appreciation and understanding of the training and skills development related environment and track record of successful management of engagements of different cohorts in this environment. Good planning and organisational skills, enabling stakeholder knowledge to be effectively disseminated and shared within the Academy's team, and acted on

in future interactions. Effective liaison and negotiation skills in potentially complex and highly emotive situations. Excellent stakeholder management and interpersonal skills. Writing, communication and presentation skills. Ability to work in teams and independently.

**DUTIES**

: Manage and lead stakeholder engagement, develop approaches to engagement, collaboration, and innovation that create improved value for the Academy and its clients, including the provision of high quality and responsive information for clients. Lead the development, implementation and evaluation of strategic, tactical and operational stakeholder engagement plans, programs, projects and initiatives to align with the Academy's vision, goals and direction. Plan and lead the implementation of integrated stakeholder engagement programs and initiatives to improve and enhance the perceptions and experiences of clients and beneficiaries. Mapping stakeholders and developing appropriate communications for each key stakeholder group. Lead specific stakeholder outreach initiatives, dialogues and other forms of engagement to understand key concerns and issues and inform review and enhancement of services and service delivery. Develop and maintain strong internal and external relationships to exchange information with client groups, community, other levels of government and other stakeholders to inform strategic and operational decisions related to programs and services. Provide briefings and support to technical teams for meetings with stakeholders. Maintain overview of 'database' used to track both engagement requests and engagement 'fulfilled' to ensure documentation. Ensure communication and alignment between different project teams and ensure that issues are captured and escalated as required.

**ENQUIRIES**

: Ms Bellina Molaba Tel No: (011) 355 1170

**POST 25/200**

: **ASSISTANT DIRECTOR: INTERGRATED MANAGEMENT AND LEADERSHIP DEVELOPMENT REF NO: HO2020/11/04**  
Directorate: Integrated Management and Leadership Development

**SALARY**

: R376 596 per annum

**CENTRE**

: Head Office, GCRA

**REQUIREMENTS**

: An appropriate 3 year National Diploma/Degree qualification in Human/Social Sciences / Public Administration / Business/ Management/ Organizational Leadership and Human Resources. Post Graduate qualification will be added as an advantage. Plus a minimum of 3 years' experience in Organisational Development and/or Human Resources Development/training and skills development legislation and application. Demonstrate experience in facilitating development opportunities for those in leadership positions to expand their knowledge and improve their skills. Working knowledge of human resource development legislation, regulations and policies in the public sector, and management development best practices  
Competencies: Ability to work in collaboration across people to deliver outcomes that enhance the employee. Good knowledge of developments and Expertise in Learning, leadership and talent development experience. Ability to build good relationships and partnerships with key influencers across different sectors. Passionate about learning and growth. Ability to learn how to deal effectively with first-time or changing situations. Ability to resolve conflicts and de-escalate stressful situations. Superior problem-solving skills. Proficient in Word, PowerPoint and Excel. Working knowledge of the Public Financial Management Act and Treasury Regulations. Communication (verbal and written) and project management skills. Proven skill in needs analysis in human resource development, implementation of development solutions via face to face and remote learning. Learning monitoring and evaluation, and administration of learning and learning support.

**DUTIES**

: Oversee the development and delivery of leadership development programmes for management and leadership of GPG. Analyse training needs and develop training programs as needed or modify existing programs to meet specific needs. Develop and facilitate development of training interventions as well as experiences that help leaders develop in key areas. Plan and implement development and training programs using a variety of methods that may include demonstrations, conferences, classroom training, meetings, workshops and on-the-job training. Assess various training and development options and making recommendations on which to use. Aligning leadership training interventions with overall GPG's goals. Consistently evaluating training and development materials to ensure they are as up to date as possible.

Overseeing the budget for training and development. Ensure the provision on creative, innovative and agile learning interventions that meet the changing cultural and social needs. Ensuring that GPG does not fall behind the latest in technology and innovative strategies. Foster and maintain relationships with different stakeholders and external professional bodies, advisers and consultants e.g. learning and development providers and specialist suppliers accessibility arrangement for key stakeholders to the office of the HOD.

**ENQUIRIES** : Mr Jurgens Hanekom Tel. No: (011) 556 9115

**POST 25/201** : **ASSISTANT DIRECTOR: INTERNSHIP AND LEARNERSHIPS-OUT OF SCHOOL YOUTH TALENT MANAGEMENT REF NO: HO2020/11/05**  
Directorate: Vocational Development Programme

**SALARY** : R376 596 per annum  
**CENTRE** : Head Office, GCRA  
**REQUIREMENTS** : An appropriate 3-year National Diploma/Degree qualification in Human/Social Sciences / Public Administration / Business/Financial Management. Preferred Post Graduate qualification. Plus a minimum of 3 years' experience in programme management and coordination, business administration and first line supervisory is required. A track record of successful management of programmes related to talent management and development. Sound knowledge and understanding of all national and provincial strategies and legislation in relation to socio-economic environment as well as training and skills development. Sound knowledge of other Public Service prescripts, Human Resource Development policies and strategies. Sound understanding of the basic education environment. Competencies: Writing skills, Research and Policy analysis, Contract, Programme and Project Management, Leadership and Management Skills. Financial Management skill. Service Delivery Innovation, People Management and Empowerment. Stakeholder management and Customer focussed. Ability to work in teams and independently. Personal organization. Risk management. Good Communication skills. Ability to delegate tasks. Ability to cope under pressure. Computer literacy. Valid South African driver's license is essential.

**DUTIES** : Manage the youth intervention programmes, with particular focus on learnerships and internships. Manage and provide support in the initiation, planning, design, implementation and reporting of all assigned projects. Facilitate and manage the stakeholder relationships in the delivery of the projects/initiative plans. Design performance measurements and scorecards for all initiatives/projects to enable frequent reporting. Monitor and evaluate the effectiveness of the stakeholder-implemented initiatives (including risks) in accordance with the contracted performance measurement. Develop systems for monitoring and gathering knowledge on the activity of stakeholder organisations and inform senior management team and contribute by offering advice on appropriate actions and follow-up. Scan the wider stakeholder environment to identify and exploit opportunities for youth development which are supportive of the strategic aims of the GCRA. Ensure efficient utilisation of the resources in different projects. Ensure appropriate budget planning and allocation and monitor expenditure in accordance with strategic objectives and ensure compliance with relevant policies and prescripts. Delegate work assignments and tasks to appropriate individuals and provide sufficient direction towards the achievement of desired outcomes and objectives of the GCRA. Manage the performance and development of staff within the sub directorate.

**ENQUIRIES** : Ms Lebogang Matlala Tel No: (011) 355 1137

**POST 25/202** : **ASSISTANT DIRECTOR: TALENT MANAGEMENT AND INNOVATION - OUT OF SCHOOL YOUTH: REF NO: HO2020/11/06**  
Directorate: Talent Management

**SALARY** : R376 596 per annum  
**CENTRE** : Head Office, GCRA  
**REQUIREMENTS** : An appropriate 3-year National Diploma/Degree in Human/Social Sciences/Public Administration. Post Graduate qualification an added advantage. Plus a minimum of 3 years' experience in program management and coordination, and first line supervisory is required. Two or more years of experience working in education or youth development environment; strong preference for candidates with demonstrated success in developing new youth

programs. Demonstrated experience in managing youth employment or development programs required. Experience with training or mentorship approaches preferred. Sound knowledge and understanding of all national and provincial strategies and legislation in relation to socio-economic environment as well as training and skills development. Sound knowledge of other Public Service prescripts, Human Resources Development policies and strategies. Sound understanding of the basic education environment. Competencies Communication Skills- verbal and writing skills, Research and Policy analysis, Contract, Program and Project Management, Leadership and Management Skills. Financial Management skill. Service Delivery Innovation, People Management and Empowerment. Coordination skills. Stakeholder Management and customer focused. Ability to work in teams and independently. Familiarity with e-learning platforms and practices. Knowledge of effective learning and development methods.

**DUTIES** : Develop and manage initiatives that improve skills alignment and equip young people to get a job, effectively contribute to a workplace, thrive in self-employment, or succeed in an entrepreneurial venture. Connect young people to technical and life skills training. Conduct market analyses and employer interviews to understand which technical and life skills are relevant. Facilitates collaboration and manages multiple stakeholders from across sectors. Develop, adopt, implement, and iterate innovative solutions to better serve young people. Research trends and benchmark best practices and translate them into applicable approaches for the needs of youth. Establish and build a sustainable pipeline of young talent aligned to scarce and future roles. Establish and maintain strategic partnerships with selected stakeholders. Assess the needs of young people, plan and monitor the programs and strategies related to talent development. Review and evaluate training and skills development programs for compliance with government standards. Facilitate job fairs for youth and prepare efficient network. Regularly assess the results of development programs.

**ENQUIRIES** : Ms Lebogang Matlala Tel No: (011) 355 1137

**POST 25/203** : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT (REQUEST FOR QUOTATIONS) REF NO HO2020/11/07**  
Directorate: Procurement

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum  
: Head Office, Johannesburg  
: An appropriate 3 year National Diploma/Degree qualification in the Supply Chain Management and Logistics/B com Accounting or Finance/Public Management, Policy and Development plus a minimum of Three years' experience in the supply chain management field with a Senior Provisioning Officer role within Supply Chain Management environment. Skills. Computer literacy, report writing, leadership, written and verbal communication, conflict management, planning and organising. Valid driver's license.

**DUTIES** : Coordinate the acquisition of goods and services in the department through quotations. Coordinate the implementation of applications associated with acquisitions processes .Ensure compliance of senior buyers/buyers to procurement policies and procedures. Process and address all escalated vendor and customer queries. Approve all purchase order. Ensure compliance to procurement policies and procedures. Ensure that goods and services meet end user requirements as per specification. Ensure savings targets are adhered to and meet provincial BBBEE target. Ensure that control mechanisms for purchase orders are in place by adhering to approved Procurement Plan. Ensure that all POs are awarded to vendors registered on Central Supply Database and suppliers are tax compliance. Ensure that requisition documents are accurate. Ensure the end user has supplied the correct and proper item specification. Ensure that forms have been approved by the unit manager Procurement RLSO1 submission signed by relevant people. Ensure that the analysis has been done for the purchasing of the goods or services to avoid unnecessary expenditure. Ensure that the list of compliant suppliers is attached. Oversee that staff are following the process requests for quotations upon adherence to requirements of the check-list. Manage and develop subordinates. Identify training needs of subordinates and ensure that they attend relevant training interventions. Mentor and motivate subordinates. Conduct performance evaluations. Compile and submit reports on work activities.

**ENQUIRIES** : Mr S Gogoba Tel No: (011) 355 1105

**POST 25/204** : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT (REQUEST FOR PROPOSALS) REF NO: HO2020/11/08 (X2 POSTS)**  
Directorate: Procurement

**SALARY** : R376 596 per annum  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate 3 year National Diploma/Degree qualification in the Supply Chain Management and Logistics/B com Accounting or Finance / Public Management, Policy and Development plus a minimum of Three years' experience in the supply chain management field with a Senior Provisioning Officer role within Supply Chain Management environment. The applicant must have basic working knowledge and understanding on acquisition/sourcing of public goods and services. A clear understanding and application of Public Finance Management Act (PFMA), Treasury Regulations, and Procurement/ Accounting system used in the public service. The incumbent must be computer literate and have extensive knowledge in Microsoft office and excel. The work environment requires the applicant to have the ability to work under pressure and deliver timeously without supervision.

**DUTIES** : Provide guidance on Procurement and tender administration processes. Participate in the acquisition of goods and services for the Department Ability to assist in developing clear and precise specifications for goods and services. Ability to conduct market research on identified public commodities. Develop work procedures intended for strategic sourcing Organize and control administrative activities to achieve organizational goals. Develop effective work procedures, processes and methods to attain SCM's goals thereby ensuring optimum service delivery levels.

**ENQUIRIES** : Ms Nonhlanhla Tshabalala Tel No: (011) 355 0162

**POST 25/205** : **ASSISTANT DIRECTOR: MARKING ADMINISTRATION PROCESS REF NO: HO2020/11/10**  
Directorate: Examination Management

**SALARY** : R376 596 per annum  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate, three-years' National Diploma/Degree plus 3 to 5 years in Examination at supervisory level, relevant experience in examination development and production. Good communication (written & verbal) and interpersonal skills. Knowledge of the PFMA, strategic planning and other legislative frameworks applicable to the Public Sector will be a strong recommendation. Leadership, management, conflict management and customer service management skills. Must be computer literate and have the ability to work under pressure. A valid driver's licence will be an added advantage.

**DUTIES** : To oversee the day-to-day management of the Directorate with Batho Pele Principles underpinning office system. To ensure that all Administrative processes pertaining to appointment of marking officials and marking centres are conducted. Ensure that Chief Markers and Internal Moderators are provided with the necessary documents, templates and information for writing of reports in preparation for, and post marking. Ensure that all administrative processes are completed for timeous remuneration of marking officials. To coordinate People management, Finance management, Budgeting, Document management (Traditional archival and Digital Systems), Strategic management, Metrix management and Asset management. Prepare for audit function to be conducted by internal and external structures.

**ENQUIRIES** : Mr. Jonathan Williams Tel No: (010) 345 0930

**POST 25/206** : **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: HO2020/11/11**  
Directorate: Internal Control

**SALARY** : R376 596 per annum  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : An appropriate recognized three-year National Diploma or Degree in Auditing/Accounting/ Internal Audit/ Risk Management/ Public Financial Management. Minimum of 3 years' experience on supervisory level within an audit/accounting/ Risk management and internal control environment.

Experience in internal and external audit projects will be an added advantage. Knowledge of COSO Framework, Public Finance Management Act, Public Audit Act, National Treasury Regulations, Generally Accepted Accounting Principles and other relevant legislation. Ability to provide technical guidance when required. Financial analysis skills; Good project management skills; Document examination and electronic data analysis skills; Excellent communication (written and verbal) skills. Ability to work with all levels of management and across business units of the department. Good problem-solving skills. Self-starter and ability to work individually and/or in a team. A valid driver's license. Institute of Internal Auditors SA (IIASA), The South African Institute of Professional Accountants (SAIPA) or South African Institute of Chartered Accountants (SAICA) membership or any other professional body.

**DUTIES** : Coordinate and facilitate the monitoring of financial compliance. Ensure that the reviewed records are in line with all relevant legislative prescripts. Facilitate and investigate irregularities and non-compliance issues. Compile management report on financial matters. Report back to relevant units on current risk and compliance performance. Provide recommendations on improvements in procedures and system in order to improve the internal control environment (maturity level) within the department. Monitor compliance with all financial laws and regulations. Conduct and review the in-detail testing of key financial controls in the department. Facilitate and monitor the implementation of compliance controls. Conduct and supervise independent and objective assessments of internal controls, financial results, departmental processes, and adherence to compliance requirements. Coordinate and facilitate the internal and external audits. Liaise with AGSA, GAS, GPT and other stakeholders. Provide support regarding audit processes. Monitor the implementation of recommendations provided by oversight structures. Maintain and coordinate Loss Control in the department. Participate in the development and maintenance of policies and procedures on asset losses. Participate in the reduction of the percentage of asset losses in the department by identifying risks and mitigations thereof. Facilitate the recovery of costs for assets lost due to negligence and or non-compliance with the Asset Loss policy. Preserve and protect the integrity of all relevant data and case content for successful investigation and prosecution. Coordinate and verify lost/damaged assets. Manage and develop staff.

**ENQUIRIES** : Ms Unity Zambane Tel No: (011) 355 0268

**POST 25/207** : **ASSISTANT DIRECTOR: DISPUTE MANAGEMENT REF NO: HO2020/11/12**  
Directorate: Dispute Management

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum  
: Head Office, Johannesburg  
: An appropriate 3 year National Diploma/Degree qualification in Labour Relations or related field. Minimum of 3 years' experience in Labour Relations. Knowledge of legislations which include but not limited to: LRA; Employment of Educators Act; EEA; PSA; PSR; BCEA; SDA; COIDA; SASA. Knowledge of Collective agreements concluded at PSCBC; GPSSBC and ELRC. An understanding of transformation issues and capacity building processes in education. Ability to work independently as well as in a team. Good written and verbal communication skills. Valid Driver's License.

**DUTIES** : Investigate and initiate the disciplinary process. Serve as a chairperson of the disciplinary process. Represent the employer during conciliation and arbitration. Consult matters referred to Labour Court. Investigate and facilitate the resolution of grievances. Provide advise to management of Labour Relations matters. Promote sound Employment Relations. Promote and interpret labour relations policies. Maintain labour peace within the organization.

**ENQUIRIES** : Mr Milton Mashele Tel No: (011) 355 1505

**POST 25/208** : **ASSISTANT DIRECTOR: PROVISIONING AND ADMIN FOR INSTITUTION (X4 POSTS)**  
Sub-Directorate: Finance and Administration

**SALARY CENTRE** : R376 596 per annum  
: Sedibeng East District Ref No: SE2020/11/13

Gauteng North Ref No: GN2020/11/14  
Johannesburg East Ref No: JE2020/11/15  
Gauteng West District GW2020/11/16

**REQUIREMENTS** : An appropriate 3 year National Diploma/Degree qualification in Financial Management, Accounting, Public Finance, Cost and Management Accounting plus a minimum of 3-5 years relevant working experience. Applicant must be 3 years on supervisory level in the financial management environment. Procurement directives (Supply chain management manual). Treasury Regulations, PFMA and SASA. Administration procedures relating to specific working environment, including norms and standards for school funding. Planning and organizing, Computer literacy, Client service, Compilation of Management reports, Interpersonal relations, Problem Solving, to maintain discipline in resolving conflict, Ability to perform ad-hoc task. Knowledge of PMDS process. Ability to communicate with team members. Valid driver's license.

**DUTIES** : Ensure effective financial management in all schools (POS, LSEN & Subsidized. Independent schools). Implement SASA, Independent Schools Regulations, DBE Circulars (M1, M3, M4) and other relevant finance prescripts and ensure compliance by schools thereof. Ensure that schools possess effective control systems and approved finance policies and guidelines. Ensure effective maintenance of financial records by Institutions and data through utilization of financial management systems and/or other Third-Party Systems. Monitor all funds received and spent by the Institutions (e.g. grants, school fees, donations, fund raising, and any other revenue generated by schools). Coordinate and conduct financial management training and workshop sessions to all respective Institutions. Conduct inspections and advise schools on financial management matters. Ensure submission of financial statements by schools in accordance with regulated timeframes. Coordinate and facilitate the preparation, collection and analysis of reports (i.e. monthly expenditure reports, bank reconciliation statement from schools and relevant internal reports). Provide support to schools with the breakdown of transfer of subsidies and related revenues. Ensure the reconciliation of budget vs payments as per final resource allocation. Coordinate and facilitate the receipt and distribution of Statement of Payments made to schools in relation to subsidies. Implement Circular 45 of 2003, Public Benefit Organizations, and School Fee Exemption in schools. Ensure monitoring of all public schools' Municipal and Eskom accounts. Coordinate and facilitate the submission of monthly reconciliations for section 21 schools' municipal payments to Head Office. Ensure intervention on schools' non-compliance to municipal obligations (e.g. arrangement of payment plan with Municipality). Ensure compliance in terms of asset management process at Public Schools within the District. Ensure compliance at schools with regards to asset management prescripts (i.e. policy, processes, and procedures) of the Department. Coordinate ordering of school furniture (i.e. learner furniture, ICT and other related assets). Ensure effective maintenance of Theft and Loss Register by schools and conducting of stocktaking by schools and provide report thereof. Ensure the effective, efficient and economic utilization of allocated resources. Compile and submit Job Descriptions, Performance Agreements, Assessments, and Performance Development Plan for staff. Supervise the staff.

**ENQUIRIES** : Ms Rishile Chauke Tel No: (016) 440 17189(SE)  
Mr Alfred Phaswana: Tel No: (012) 846 3641 (GN)  
Ms. Elizabeth Moloko Tel No: (011) 666 9109 (JE)  
Ms Louisa Dhlamini Tel No: (011) 660 8145 (GW)

**POST 25/209** : **ASSISTANT DIRECTOR: EXAMINATIONS ADMINISTRATION (X3 POSTS)**  
Sub-Directorate: Curriculum Management and Delivery

**SALARY** : R376 596 per annum  
**CENTRE** : Ekurhuleni North District: Ref No: EN2020/11/17  
Johannesburg South Ref No: JS2020/11/18  
Johannesburg Central District: Ref No: JC2020/11/19

**REQUIREMENTS** : An appropriate 3year National Diploma/Degree qualification in Public Administration/ Public Management plus a minimum of 5 years' experience as a Senior Admin Officer within Examination or Assessment environment the execution of Examinations administration at District or higher levels. Knowledge and experience of PFMA, Transport Policy, Strategic Planning and other legislative frameworks applicable to the Public Sector will be a strong



		<p>recommendation. Leadership, management, conflict resolution and good communication skills (written &amp; verbal). Must have computer literacy and the ability to work under pressure. A valid driver's license.</p>
<b><u>DUTIES</u></b>	:	<p>Manage and oversee centre and learner registrations in the District. Ensure that new public and independent centers meet the minimum requirements to be registered as examinations centers. Manage the registration processes of Grade 10, 11 and 12, AET Level 4, NSC part-time and repeater candidates; Supplementary, remark/recheck and the Senior Certificate candidates. Conduct registration mediation policy sessions with all stakeholders. Administer concessions for all Schools during assessment/examinations period. Confirm and clear immigrant candidates on the Integrated Examination Computer System (IECS) and minimize technical irregularities. Establish readiness of centers to conduct the examinations. Audit registered exam centers to establish the readiness to conduct the examinations. Manage and compile examination related plans before commencement of examinations (i.e. Management and Monitoring Plans). Oversee and support the induction and training of Chief Invigilators, Invigilators, exam support staff, Candidates on roles and responsibilities during the exam period. Appoint a Script Library Manager (i.e. Senior Admin Officer) to ensure safe storage of scripts in the District. Ensure that Scripts are scanned, packaged and distributed to Marking Venues. Oversee the conduct, administration and management of Examinations (i.e. AET Level 4, NSC and amended Senior Certificate, NCS Preparatory and Final exams). Control question papers received from the Head Office, and the District's control list. Ensure that the Senior Education Specialist, Examination Administration submit a formal report on the conduct of the exams to Head Office. Manage and report on any irregularities experienced during the conduct of exam. Facilitate emergency concessions in collaboration with the Psychologist in the District. Administer result certification distribution and remarking processes. Facilitates the application for the issuing of certificates -reissue, replacement and combination of result. Ensure control and collect certificates for external clients (Public). Attend to queries from the public regarding registration, results and certification. To coordinate and monitor the budget, resources and overall management of the unit. General supervision of employees and manage performance. Draft the overtime budget of the unit and ensure approval. Collaborate with other Business Units on exam related issues.</p>
<b><u>ENQUIRIES</u></b>	:	<p>Ms Emily Mochela: Tel No: (011) 746 8190 (EN) Mr Patrick Sesane (JS), Tel No: (011) 247 5944 (JS) Mr L Mabutho Tel No: (011) 983 2231 (JC)</p>
<b><u>POST 25/210</u></b>	:	<p><b><u>ASSISTANT DIRECTOR: FINANCE MANAGEMENT (X3 POSTS)</u></b> Sub-Directorate: Finance and Administration</p>
<b><u>SALARY CENTRE</u></b>	:	<p>R376 596 per annum Gauteng North District Ref No: GN2020/11/20 Johannesburg South District Ref No: JS2020/11/21 Tshwane North District Ref No: TN2020/11/22</p>
<b><u>REQUIREMENTS</u></b>	:	<p>An appropriate recognized three-year National Diploma/ Degree in Accounting, Financial Management or relevant three-year qualification plus 3-5 relevant experience of which 3 years must be at supervisory level. Knowledge of PFMA, preferential procurement policy framework, Treasury Regulations, public sector procurement and Supply Chain Management. Knowledge of BAS (Basic Accounting System) &amp; PERSAL. Excellent communication skills. Computer literacy in Excel, Access, Word and PowerPoint. Valid Drivers License.</p>
<b><u>DUTIES</u></b>	:	<p>Provide financial administration and procurement administration to the District office and schools. Maintain all the accounting records of the district. Assist with clearing of accounts. Assist in the preparation and administration of district budget allocation process. Budget forecasting and reporting. Prepare weekly Cash flow inputs (funds requisitioning). Prepare monthly and quarterly reports for the district. Co-ordinate and distribute payroll control sheets. Responsible for accounts payments and revenue collection. Assist in with the audit process and clearing of all audit queries. Report in writing any unauthorized, irregular or fruitless and wasteful expenditure. Implement and maintain asset management policies of the department. Co-ordination of Risk management processes. Ensure compliance with PFMA and Treasury Regulations and Accounting principles and Departmental policies, Financial Delegations and also through applicable compliance certificates.</p>

**ENQUIRIES** : Mr Alfred Phaswana Tel No: (012) 846 3641 (GN)  
Mr Patrick Sesane Tel No: (011) 247 5944 (JS)  
Ms Rejoice Manamela Tel No: (012) 543 4313 (TN)

**POST 25/211** : **ASSISTANT DIRECTOR: FINANCE AND PROCUREMENT REF NO: GN2020/11/23**  
Sub Directorate: Finance and Administration

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum  
: Gauteng North District  
: An appropriate recognized three-year National Diploma/Degree in Public Management/Finance/Supply Chain Management/Economics/Business/Purchasing/Logistics plus minimum of 3 years' experience in SCM at a supervisory level. Knowledge and experience of SAP, BAS, PFMA, Treasury Regulations, provisioning procedures and other legislative frameworks applicable to the Public Sector will be a strong recommendation. Leadership, management, conflict resolution and good communication skills (written & verbal). Must have computer literacy and the ability to work under pressure. A valid driver's license.

**DUTIES** : Implementation of financial policies and procedures. Enquiry office is operating efficiently. Vendor information forms are copied, recorded, and forwarded to GDF for registration. Capturing of GRVs on SRM within 24 hours and payment within 30 days. Follow up on outstanding payments for service providers. Clear web-cycle entries weekly. Efficient operations i.e. collection of payrolls – payslips distributed and returned within 7 working days. Proper record keeping with regards to payroll administration. Liaise with schools and units regarding payroll issues. Distribution of IRP5s. Compare accuracy of payroll with exception report and liaise with THRS with reference to the exception report. Non-compliance letters issued for return of payrolls. Report to HO on completeness of payroll return and exception report. Implementation of petty cash policies and procedures. Cashier's office operates efficiently and petty cash is replenished when needed. Monitor and bank revenue as and when needed. Function as team leader by supervising tasks and responsibilities of sub-ordinates. Provide training of staff on procedures and processes. Performance management is done and poor performance is identified and addressed. Office administration matters. Provide monthly management reports. Attend management meetings.

**ENQUIRIES** : Mr. Alfred Phaswana Tel No: (012) 846 3641 (GN)

**POST 25/212** : **ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: TN2020/11/24**  
Sub-Directorate: HR Transaction Services

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum  
: Tshwane North District  
: An appropriate 3year National Diploma/Degree qualification in Human Resource Management /Public Administration qualification plus 3- 5 years' human resource administration experience, with 3 years being at supervisory level. Knowledge and understanding of current education and public service legislations, regulations and policies. Excellent communication (verbal and written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use of PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word MS Access and MS Office and Presentation. A valid South African driver's license.

**DUTIES** : Ensure the provision of all personnel administrative aspects on conditions of service. Maintain policies and ensure compliance with the relevant regulatory framework. Advise line managers and employees on conditions of service, staffing practices and remuneration. Ensure conditions of services processes and standard operating procedures are effective and efficient. Compile reports and assist in the conducting of HR Audits.Ensure the implementation of termination transactions on Persal and update records on Persal. Advise finance on termination for recovery of assets. GDF (e-Gov) on debt not captured on Persal. Submit completed exit questionnaire to notify Performance Management Development on resignation for intervention. Verify that PILIR register is prior to the processing of termination. Train Office/District based employees on the completion of documents and the termination policy for the

following resignation, contract expiry, retirement, death, ill Health retirement, early retirement, severance package, exit interviews. Quality assure the correct capturing of termination on Persal against outcome. Participate in the development of all departmental Human Resource Transaction policies, strategies, procedures and ensure the implementation and adherence by Departmental personnel thereof. Participate in the development of HR Procedure manuals and Facilitate HR administration activities or processes. Provide a Human Resource advisory on conditions of services to all departmental personnel. Ensure effective, efficient supervision of staff and management of resources. Ensure human resources in the unit and maintain discipline and the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions.

**ENQUIRIES** : Ms Rejoice Manamela; Tel No: (012) 543 4313 (TN)

**POST 25/213** : **PHYSICAL PLANNER REF NO: JN2020/11/25**  
Sub-Directorate: Finance and Administration

**SALARY** : R376 596 per annum  
**CENTRE** : Johannesburg North District  
**REQUIREMENTS** : An appropriate 3 year National Diploma/Degree qualification in public sector management focusing on education planning plus 3-5 years' experience. Knowledge and understanding of the South African Schools Act and regulations, spatial planning systems and norms of government, PFMA, Treasury Regulations, Government Immovable Asset Management Act of 2007, Occupational Health and Safety act of 1993, Public Service Act and Regulations, National Archives and Records Service Act. Skills: Ability to implement the Provincial Infrastructure Delivery Management System, ability to manage data received from NEIMS, GIS and related Facilities Management systems, ability to apply the education priorities in terms of the physical resources planning framework, ability to prepare and implement risk mitigation strategies, ability to communicate and manage stakeholders.

**DUTIES** : Manage the infrastructure planning inputs as part of the Provincial infrastructure Plan, Departmental Service Plan, Strategic Plan and Annual Performance Plan. Undertake extensive analysis to formulate and maintain a physical planning framework for the department based on long-term population projections, education targets and verifiable crowding distance indicators. Update information on NEIMS and document management system for all built environment documentation. Research/literature studies to keep abreast with new technologies and procedures. Manage the development, motivation and utilisation of subordinates.

**ENQUIRIES** : Ms. N Mashazi Tel No: (011) 694 9321

#### **DEPARTMENT OF HEALTH**

**ERRATUM:** Kindly note that the post of Financial Controller (**For Sedibeng DHS**) with Ref No: SDHS 2020/06/05 advertised in Public Service Vacancy Circular 24 dated 02 October 2020, the Salary notch of the post has been amended as follows: The salary R257 508 per annum. People who applied are encouraged to re-apply, the closing date has been extended to the 06 November 2019.

#### **OTHER POSTS**

**POST 25/214** : **HEAD OF CLINICAL DEPARTMENT REF NO: HODRO/CMJAH/2020**  
Directorate: Radiation Oncology

**SALARY** : R2 054 577 per annum (all-inclusive package)  
**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital  
**REQUIREMENTS** : Appropriate qualifications that allows registration with the HPCSA as a Medical Specialist in Radiation Oncology. Registration with the HPCSA as a Medical Specialist in Radiation Oncology. A minimum of 3 additional year's appropriate experience as a registered radiation oncologist. The following requirements below will be considered as added advantage: (Having at least 3 years as a manager of a unit. Strategic capability and leadership skills, service delivery innovation, people management and empowerment skills and advanced clinical and teaching experience. Proven research record and a PhD. Knowledge of health systems, public service and prescribed legislation).

- DUTIES** : Coordinate Develop specialist radiation oncology services for CMJAH and cluster facilities including inpatient, outpatient and consultation liaison services. Provide expert knowledge to aid diagnosis, management and treatment of patients. Coordinate the ongoing delivery of undergraduate and post graduate teaching in radiation oncology, including supervision of registrar MMED projects. Develop the use brachytherapy and new techniques that will include intensity-modulated RT (IMRT), intensity-modulated arc therapy (IMAT) and stereotactic RT (SRT) at CMJAH as an accredited site. Formulate and manage protocols with Gauteng DoH policies that will have a positive impact on service delivery. Manage the PMDS of consultants, medical officers and registrars. Provide measures and guidance on quality assurance at CMJAH. Provide academic leadership as a joint appointee with University of the Witwatersrand and assist in strengthening the relationship between the university and GDoH. Develop the academic career paths of all joint staff, including enhancing research output and training in medical education for all individuals.
- ENQUIRIES** : Dr Africa Tel No: (011) 488 4800/3710
- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address [Medicalhr.Cmjah@gauteng.gov.za](mailto:Medicalhr.Cmjah@gauteng.gov.za) Only online application will be considered. Please Use the Reference as the Subject.
- NOTE** : Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of Diversity and equity employment, especially of race, gender and disability. Coloured Males and females, Indian Females, White females, African Males and Females are encourage to apply.
- CLOSING DATE** : 13 November 2020
- POST 25/215** : **HEAD OF UNIT (FORENSIC PSYCHIATRY) REF NO: HRM 15/2020 (X1 POST)**  
Directorate: Medical Services
- SALARY** : R1 728 807 per annum (TCE Package)
- CENTRE** : Sterkfontein Hospital
- REQUIREMENTS** : Appropriate Degree in Psychiatry (MBCHB/MBBCH), with Specialization in Psychiatry and Sub Specialisation/Certification in Forensic Psychiatry. Must be currently registered with the HPCSA appropriately. This is a joint appointment with the University of the Witwatersrand.
- DUTIES** : Manage the Forensic Psychiatry Unit, including Clinical Service delivery in terms of both Forensic Psychiatric observations as well as State patients. Maintain and develop the teaching and training programme of Medical students, Registrars in Psychiatry, Sub Specialists in the discipline of Forensic Psychiatry and all other role players with student involvement at the hospital. Be involved with research programmes in the establishment of Wits/Sterkfontein Hospital. Manage all stakeholders' involvement with the Forensic Unit including the University, SAPS, DoJ and GDoH. Involvement with the Policies and planning of the Hospital, in keeping with the Operational and Strategic Plans for GDoH. This includes liaison with all relevant entities linked with GDoH and the NDoH. Maintain service relationships with all other Hospitals on the platform, as well as beyond the Province as needed. Provide Administrative inputs to the Management structures where appropriate, with a sound service output and Financial Management. Ensure the coordination of activities necessary for quality and efficient 24 hour Patient Care and assist in Clinical Care Audits and Risk Management strategies in order to improve Patient outcomes.
- ENQUIRIES** : Prof. U. Subramaney Tel No: (011) 951-8341
- APPLICATIONS** : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

- NOTE** : Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
- CLOSING DATE** : 13 November 2020 Time: 12H00
- POST 25/216** : **SPECIALIST INTERNAL MEDICINE REF NO: REFS/006776 (X1 POST)**  
Directorate: Internal Medicine
- SALARY** : R1 106 040 per annum (all-inclusive package)
- CENTRE** : Helen Joseph Hospital
- REQUIREMENTS** : Appropriate medical qualification that allows registration with the HPCSA as a specialist in internal medicine and a sub specialist in the required field. Registration with specialty or a recognised sub-specialty and proof of current registration.
- DUTIES** : General Medicine: As a consultant, the candidate will be responsible for the clinical management of general medical patients within any of the General Medicine Units at Helen Joseph Hospital. The incumbent will be required to lead operational and academic ward rounds including post-intake, follow-up and grand rounds. As a senior doctor in the unit, the incumbent will be required to supervise registrars, medical officers, intern doctors and students in patient care and the performance of diagnostic and therapeutic procedures. Other clinical duties will include managing patients at MOPD, managing patients attending the Subspecialty OPD or Speciality Consultations within a relevant Sub-specialty. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff. The candidate must be competent at assisting and working in a COVID-19 ward. Academic: Participation in the academic duties of the Wits Internal Medicine and related Departments / Subspecialties. Performance of research within the department. Supervision of research within the department and MMed students. Teaching: Training and supervision of Senior registrars, Registrars, Medical Officers, Medical Interns and Medical students including tutorials, teaching ward rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff. Candidate must have intricate involvement and planning, running and supervising undergraduate and postgraduate teaching, training and examining processes across all academic hospitals and extended teaching platform. Management: Managerial and administrative responsibilities within the Department of Internal Medicine of Helen Joseph Hospital. Participation in management committees of the Helen Joseph Hospital. Construct rosters for the provision of 24-hour medical care. Essential skills: Patient first mentality; General management skills; Excellent communication skills; Good professional judgement; Integrity and professional dependability; Leadership experience; Conflict management; Cost-containment. Management training and experience; Technology and computer skills; Problem-solving experience; Coaching and mentoring experience.
- ENQUIRIES** : Dr Zaheer Bayat [Zaheer.bayat@wits.ac.za](mailto:Zaheer.bayat@wits.ac.za) or Dr Jeremy Nel [jeremynel1981@gmail.com](mailto:jeremynel1981@gmail.com) Tel No: (011) 489 1011
- APPLICATIONS** : must be hand delivered to Human Resources department, Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Basement, Johannesburg (There is a dedicated box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006; Attention: Human resources department.
- NOTE** : Applications must be submitted on Z83 form, obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s, Identity document (no copies of certified copies allowed, certification should not be more than six months old). N.B. Failure to attach relevant certified documents will result in your application disqualified. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.
- CLOSING DATE** : 13 November 2020

<b><u>POST 25/217</u></b>	:	<b><u>MEDICAL SPECIALIST (PSYCHIATRIST) REF NO: TDHS/A/2020/70</u></b> Directorate: Mental Health
<b><u>SALARY</u></b>	:	Grade 1: R1 106 040 – R1 173 900 per annum Grade 2: R1 264 623 – R1 342 230 per annum Grade 3: R1 467 651 – R1 834 890 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Tshwane District Health Services Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a medical specialist in psychiatry. A minimum of three (3) years' experience in Public Health Sector. Current registration with the HPCSA as a specialist psychiatrist. Sound clinical knowledge and skills in psychiatry and ability to work in a multidisciplinary team (MDT). knowledge of legislation, policies and procedures pertaining to mental health care users, computer literacy and a valid driver's license. Experience in community psychiatry will be an added advantage. Other Skills / Requirements: Sound working experience in Primary Health Care. Knowledge of the Mental Health Care Policies (National Mental Health Policy Framework, Mental Health Care Act and relevant Regulations). Creativity, good interpersonal and analytical skills.
<b><u>DUTIES</u></b>	:	To render comprehensive psychiatric services to patients in District Healthcare Facilities. Implement quality improvement processes to address identified problems related to patient care in consultation with other stakeholders. Support the multidisciplinary teams and the district management to ensure smooth running of psychiatry services. Implement and participate in structured, continued professional programmes to optimise the knowledge and skills in the district (medical officers, registrars, PHC nurses, MDT and students. Participate in leadership activities with District Specialised Mental Health Team. Participate in research relevant to Primary Health Care and community psychiatry. Review treatment protocols and maintain meticulous notes on mental health care users progress. Routinely consult with other professionals to ensure quality treatment plan is followed or adjusted as needed. Meeting with family members and support groups to keep them apprised and to actively involve them in treatment. The incumbent will be expected to participate in any other duties as directed by the Chief Director.
<b><u>ENQUIRIES</u></b>	:	Prof JV Ndimande Tel No: (012) 451 9247 and Mr J Lehau Tel No: (012) 451 9192.
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
<b><u>CLOSING DATE</u></b>	:	13 November 2020
<b><u>POST 25/218</u></b>	:	<b><u>SPECIALIST PULMONOLOGIST REF NO: REFS/006777 (X1 POST)</u></b> Directorate: Clinical
<b><u>SALARY</u></b>	:	R1 106 040 per annum (all-inclusive package)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Helen Joseph Hospital Appropriate medical qualification that allows registration with the HPCSA as a specialist in internal medicine and a sub specialist in the required field. Registration with specialty or a recognised sub-specialty and proof of current registration. Pulmonologist: Candidate must be able to further develop and run existing projects.
<b><u>DUTIES</u></b>	:	Clinical Duties: General Medicine: As a consultant, the candidate will be responsible for the clinical management of general medical patients within any of the General Medicine Units at Helen Joseph Hospital. The incumbent will be required to lead operational and academic ward rounds including post-intake, follow-up and grand rounds. As the senior doctor in the unit, the incumbent will be required to supervise registrars, medical officers, intern doctors and students in patient care and the performance of diagnostic and therapeutic procedures. Other clinical duties will include managing patients at MOPD, managing patients attending the Subspecialty OPD or Speciality Ward Consultations within a relevant Sub-specialty. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff. Sub specialty: Co-ordination of sub specialist services at Helen

Joseph Hospital for both inpatient and outpatient services. Supervision of the clinical technology service as required. Overseeing the development of appropriate referral pathways and development of services at referral hospitals. Academic: Participation in the academic duties of the Wits Internal Medicine and related Departments/ Sub Specialties. Performance of research within the department. Supervision of research within the department and MMed students. Teaching: Training and supervision of Senior registrars, Registrars, Medical Officers, Medical Interns and Medical students including tutorials, teaching ward rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff. Candidate must have intricate involvement and planning, running and supervising undergraduate and postgraduate teaching, training and examining processes across all academic hospitals and extended teaching platform. Management: Managerial and administrative responsibilities within the Department of Internal Medicine of Helen Joseph Hospital. Participation in management committees of the Helen Joseph Hospital. Construct rosters for the provision of 24-hour medical care. Essential skills: Patient first mentality; General management skills; Excellent communication skills; Good professional judgement; Integrity and professional dependability; Leadership experience; Conflict management; Cost-containment. Management training and experience; Technology and computer skills; Problem-solving experience; Coaching and mentoring experience.

**ENQUIRIES** : Dr Zaheer Bayat Zaheer.bayat@wits.ac.za or Dr Jeremy Nel jeremynel1981@gmail.com Tel No: (011) 489 1011

**APPLICATIONS** : must be hand delivered to Human Resources department, Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Basement, Johannesburg (There is a dedicated box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006; Attention: Human resources department.

**NOTE** : Applications must be submitted on Z83 form, obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s, Identity document (no copies of certified copies allowed, certification should not be more than six months old). N.B. Failure to attach relevant certified documents will result in your application disqualified. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

**CLOSING DATE** : 13 November 2020

**POST 25/219** : **MEDICAL SPECIALIST: FAMILY PHYSICIAN REF NO: TDHS/A/2020/81 (X3 POSTS)**  
Directorate: Family Medicine

**SALARY** : Grade 1: R1 106 040 – R1 173 900 per annum (all-inclusive remunerative package)

**CENTRE** : Tshwane District Health Services (Boekenhout CHC)  
**REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a Family Physician (medical specialist). 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. Current proof of registration with the HPCSA as a medical practitioner. Postgraduate degree in family medicine (MMed.fammed). Basic medical degree (MBChB or equivalent). Teaching experience. Experience in health management, transformation and willingness to make a difference in the district health services. Joint appointment with department of Family Medicine University of Sefako Makgatho (SMU) as a lecturer. Recommendations: Experience in district health service and general medical/family practice, PHC, HAST, EBM and current protocols. Clinical skills in terms of consultation, history taking, examination, clinical assessment, management procedures. Professional attitude, communication skills, ethics in relation to patients/families/community, referrals, consent for treatment, management, team work ability, medical

		records keeping. Willingness to work/participate in outreach programmes in any PHC facility in the district service. Other Skills / Requirements: Other Skills / Requirements: Computer Literacy with an understanding of Ms Word, Excel, Access, Power Point. Good Communication Skill. Analytic and Numeric Skills. Ability to work under pressure. Valid Drivers License
<b><u>DUTIES</u></b>	:	Facilitate and support the provision of primary health care services in the district including clinics, Community health centres and district hospitals as part of DHS. Improve clinical quality of PHC services through direct patient care, mentoring and supervising health care professionals through integrated programmes. Participate in 24hour PHC services including Medico-legal and EMS. Improve clinical skills, protocols & guidelines usage and referrals in accordance with National and Provincial strategy. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine and PHC in the district. Support the provision of CPD/CME activities for medical officers, nurses, interns and community service doctors in the district. Support/participate in the development of district research projects.
<b><u>ENQUIRIES</u></b>	:	Dr. SL Phoshoko Tel No: (012) 451 9224/5
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted at Tshwane District Health Services, 3319 Fedure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
<b><u>NOTE</u></b>	:	Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.
<b><u>CLOSING DATE</u></b>	:	13 November 2020
<b><u>POST 25/220</u></b>	:	<b><u>MEDICAL SPECIALIST: FAMILY PHYSICIAN REF NO: TDHS/A/2020/40 (X1 POST)</u></b> Directorate: Family Medicine Re-Advertisement: People who previously applied are encouraged to re-apply.
<b><u>SALARY</u></b>	:	Grade 1: R1 106 040 – R1 173 900 per annum (all-inclusive remunerative package)
<b><u>CENTRE</u></b>	:	Tshwane District Health Services (Refentse CHC)
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a Family Physician (medical specialist). 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. Current proof of registration with the HPCSA as a medical practitioner. Postgraduate degree in family medicine (MMed. fammed). Basic medical degree (MBCHB or equivalent). Teaching experience. Experience in health management, transformation and willingness to make a difference in the district health services. Joint appointment with department of Family Medicine University of Sefako Makgatho (SMU) as a lecturer. Recommendations: Experience in district health service and general medical/family practice, PHC, HAST, EBM and current protocols. Clinical skills in terms of consultation, history taking, examination, clinical assessment, management procedures. Professional attitude, communication skills, ethics in relation to patients/families/community, referrals, consent for treatment, management, team work ability, medical records keeping. Willingness to work/participate in outreach programmes in any PHC facility in the district service. Other Skills / Requirements: Other Skills / Requirements: Computer Literacy with an understanding of Ms Word, Excel, Access, Power Point. Good Communication Skill. Analytic and Numeric Skills. Ability to work under pressure. Valid Drivers License.
<b><u>DUTIES</u></b>	:	Facilitate and support the provision of primary health care services in the district including clinics, Community health centres and district hospitals as part of DHS. Improve clinical quality of PHC services through direct patient care, mentoring and supervising health care professionals through integrated programmes. Participate in 24hour PHC services including Medico-legal and EMS. Improve clinical skills, protocols & guidelines usage and referrals in accordance with National and Provincial strategy. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine and PHC in the district. Support the provision



of CPD/CME activities for medical officers, nurses, interns and community service doctors in the district. Support/participate in the development of district research projects.

- ENQUIRIES APPLICATIONS** : Dr. SL Phoshoko Tel No: (012) 451 9224/5  
Applications must be submitted at Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.
- CLOSING DATE** : 13 November 2020
- POST 25/221** : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/006778 (X1 POST)**  
Directorate: Emergency Department
- SALARY CENTRE REQUIREMENTS** : R1 106 040 per annum (all-inclusive package)  
Helen Joseph Hospital  
Basic Medical Degree (MBBCh or Equivalent). Evidence of Postgraduate qualification in Emergency medicine (FCEM SA) and evidence of submission of MMed or other University accredited masters research (Emergency Medicine) is required. Proof of current registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Emergency Medicine (Independent Practice) or eligible for registration as such by January 2021. Level 1 point of care Ultrasound Accredited. Skills: Patient first mentality. Sound knowledge of government regulations and policies. Administrative and management knowledge. Project management skills. Team building and people skills and including good interpersonal relations. Communication skills (Verbal and written) complimented by computer literacy (MS Word, MS Excel and PowerPoint). Organizational, problem-solving and interventional skills. The prospective candidate should be highly motivated and enthusiastic in order to contribute positively to the Department of Emergency Medicine. Candidate should have the ability to work under pressure.
- DUTIES** : Clinical: Co-ordinate and supervise clinical care and treatment of patients in the Emergency Department. Assist in the supervision of Emergency Medicine Registrars, medical officers and Interns including but not limited to the relevant administration e.g. Tutorials ward Rounds, M+M as required. Assist with Clinical Governance, Quality Assurance and protocol development for the Emergency Department. Commuted overtime is mandatory. Academic: Participation in the academic duties of the University of the Witwatersrand Department of Emergency Medicine. Performance of research within the Wits Dept of Emergency Medicine. Supervision of research within the department and MMed students. Teaching: Training and supervision of Registrars, Medical Officers, Medical Interns and Medical students and paramedical student including tutorials, teaching ward rounds and skills development. Management: Assist with relevant managerial and administrative responsibilities within the Department of Emergency Medicine of Helen Joseph Hospital. Participation in management committees of Helen Joseph Hospital.
- ENQUIRIES APPLICATIONS** : Dr PM Saffy Tel No: (011) 489 1011  
must be hand delivered to Human Resources department, Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Basement, Johannesburg (There is a dedicated box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006.
- FOR ATTENTION NOTE** : Human resources department  
Applications must be submitted on Z83 form, obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s, Identity document (no copies of certified copies allowed, certification should not be more than six months old). N.B. Failure to attach relevant certified documents will result in your application disqualified. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

**CLOSING DATE** : 13 November 2020

**POST 25/222** : **SPECIALIST SURGEON**  
Directorate: Clinical

**SALARY CENTRE REQUIREMENTS** : Grade 1: R1 106 040 – R1 173 900 per annum  
: Far East Rand Hospital  
: Grade 12 Certificate. Appropriate qualification in Health Science (MBCHEB degree or equivalent) Registration certificate with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Surgery. Appropriate academic qualification registerable with Health Professions Council of South Africa as a Specialist Surgeon. Current practice with the HPCSA as a Medical Specialist (2020-2021). Experience: Grade1 – Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Three years' experience post registration as a Medical Surgeon with HPCSA will be an added advantage.

**DUTIES** : Participate in the delivery of a 24 – hour in-patient general surgery service. Undertake teaching of undergraduate of medical interns. Develop management protocols for the general surgery service in accordance with the Hospital and Department policies. Provide appropriate surgical care to general surgery patients. Maintain the effective and efficient utilisation of human resource in respect of: overseeing and supervising general surgery staff in the4 execution of their duties. Training staff and promoting on going staff development in accordance with their individual and departmental development needs. Recruiting and selecting staff in accordance with government prescripts, assessing performance of general surgery staff. Allocating general surgery personnel to respective wards and call roster. Provide measures and guidance on quality assurance to comply with set quality standards. Foster collaboration with other hospitals within and outside the district. Exercise costs control over the activities of the department in with the allocated budget. Participate in all academic and clinical meetings of the general surgery Department. Participate in departmental research activities. Accept responsibility for continuous professional development to keep up to date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Department.

**ENQUIRIES APPLICATIONS** : Dr K.F Shezi Tel. No: (011) 812 8546  
: Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00am to 15h00pm.

**NOTE** : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

**CLOSING DATE** : 13 November 2020

**POST 25/223** : **STOMATOLOGIST GRADE 1/2/3 REF NO: STOMA01-10-20**  
Directorate: Oral Biological Sciences

**SALARY CENTRE REQUIREMENTS** : R1 106 040 – R1 173 900 per annum, excluding commuted  
: Wits Oral Health Centre  
: Appropriate qualification that allows registration with the HPCSA as Dentist and an appropriate PhD degree in Health. Minimum of seven years' experience as a Dentist after registration with the HPCSA within the relevant discipline including clinical and research experience. Minimum of seven (7) Publications in peer review journal.

**DUTIES** : Successful candidates will be required to render Clinical services. Supervise Undergraduate and Postgraduate research. Teaching and Training of both Undergraduate and Postgraduate. Develop/Establish and manage Dental Research unit and conduct research in the School.

**ENQUIRIES** : HR Manager- Mr. P.F Monama Tel No: (011) 481- 2099  
Pulankana.Monama@gauteng.gov.za

**APPLICATIONS** : Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed /E-mailed applications will be accepted.

**NOTE** : Applicants to attach certified copies (date of certification not older than six (6) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.

**CLOSING DATE** : 13 November 2020

**POST 25/224** : **MANAGER NURSING (LEVEL 3 HOSPITAL) REF NO: MAN/10/CMJAH/2020**  
Directorate: Internal Medicine

**SALARY CENTRE REQUIREMENTS** : R949 482 per annum (all inclusive package)  
Charlotte Maxeke Johannesburg Academic Hospital  
Basic R425 qualification (diploma/ degree in nursing) and midwifery that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. A minimum of 10 years appropriate/recognisable experience in nursing after registration as a professional nurse with SANC in general nursing. At least 5 years of the period referred to above must be appropriate /recognisable experience at management level. Post basic degree/diploma in nursing administration/ Health Care management registered with SANC will be an added advantage. Computer literacy will be an added advantage. Strong leadership, good communication and sound interpersonal skills are necessary. Excellent verbal and written communication skills. Ability to work under pressure.

**DUTIES** : Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and, management support for the provision of quality patient care. Promote nursing ethos and professionalism. Develop and monitor the implementation of policies, procedures, norms and standards pertaining to nursing care. Establish a multidisciplinary teamwork towards the promotion of the efficient and effective services delivery. Establish norms and standards for nursing practice and monitor compliance. Improve the skills and competencies of the nurses. Involvement in the hospital quality assurance and quality improvement activities. Problem solving and decision making. Effective management, utilization and supervision of human, material and financial resources. Manage staff performance and development. Manage nursing and hospital projects.

**ENQUIRIES APPLICATIONS** : Ms M.M Pule Tel No: (011)488 3785  
Applications should be submitted on a (PDF Format only) to the following email-address Responsehandling.Cmjah@gauteng.gov.za Only online application will be considered. Please Use the Reference as the Subject.

**NOTE** : Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Coloured Males and females, Indian Males and Females, White Males and females, African Male are encourage to apply.

**CLOSING DATE** : 13 November 2020

<b><u>POST 25/225</u></b>	:	<b><u>MEDICAL OFFICER REF NO: TDHS/A/2020/76 (X8 POSTS)</u></b> Directorate: Medical
<b><u>SALARY</u></b>	:	Grade 1: R821 205 – R884 670 per annum (All inclusive remunerative package) Grade 2: R938 964 - R1 026 693 per annum (All inclusive remunerative package) Grade 3: R1 089 693 – R1 362 366 per annum (All inclusive remunerative package)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Tshwane District Health District (Boekenhout CHC) MBBCH or equivalent and currently registered with the Health Professionals Council of South Africa (HPCSA) as a medical practitioner. Post graduate diploma/degree or relevant additional medical degree is an advantage. <b>Grade 1:</b> Less than 5 years relevant experience as a Medical Officer after registration with HPCSA. <b>Grade 2:</b> At least 5 years, but less than 10 years, relevant experience as a Medical Officer after registration with HPCSA. <b>Grade 3:</b> 10 years and more appropriate experience as a Medical Officer after registration with HPCSA. Recommendations: Experience in district health service; experience in general medical practice, PHC, HAST, EBM and use of current protocols. Clinical skills; in consultation, history taking, examination, clinical assessment and management procedures and ensuring continuity of patient care. Good professional attitude/conduct, good communication skills, good professional ethics, team work ability, good medical records keeping. Willingness to work/participate in outreach programmes in any PHC facility in the district service.
<b><u>DUTIES</u></b>	:	Support Provision of PHC services in the District hospital, Community health centers and clinics within the district health services (DHS). Improve clinical quality PHC services through direct patient care and mentoring and supervising health care professionals through an integrated approach programmes. Participate in 24hour PHC services including Medico-legal and EMS. Use protocols and guidelines in patient management and ensure appropriate referrals services in accordance with national and provincial strategies. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine & PHC unit in the district. Support the training and the CPD/CME activities for nurses, intern and community services doctors in the district. Support/participate in the development of district research projects. Perform any other duties delegated by Supervisor/Manager.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr. SL Phoshoko Tel No: (012) 451 9224/5 Applications must be submitted at Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
<b><u>NOTE</u></b>	:	Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.
<b><u>CLOSING DATE</u></b>	:	13 November 2020
<b><u>POST 25/226</u></b>	:	<b><u>MEDICAL OFFICER REF NO: TDHS/A/2020/91 (X5 POSTS)</u></b> Directorate: Medical
<b><u>SALARY</u></b>	:	Grade 1: R821 205 – R884 670 per annum (All inclusive remunerative package) Grade 2: R938 964 - R1 026 693 per annum (All inclusive remunerative package) Grade 3: R1 089 693 – R1 362 366 per annum (All inclusive remunerative package)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Tshwane Health District- Refentse CHC MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Practitioner PLUS current registration with the HPCSA (2020/2021). <b>Grade 1:</b> None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner. <b>Grade 2:</b> 5 years to less than 10 years' experience after registration with the HPCSA as an Independent Medical Practitioner. Completion of Community Service or one year as a Medical Officer in the case of Foreign Nationals.

<b><u>DUTIES</u></b>	:	Deliver comprehensive services as per the service package of the health facility including; but not limited to the following: Use of clinical algorithms as per PC101 Clinical Guidelines for the management of communicable & non-communicable diseases. Management of other minor ailments, Respond and manage all presenting emergencies. Managing the health of women and children, including reproductive health services. Provision of rehabilitative services such as adherence to referral protocols to all relevant points of service delivery including community-based rehabilitation services, CHC, district hospital and levels above: assessment and recommendations of disability grant applications; provision of essential consumables including spinal packs to person with disabilities and information to patients, families, caregivers about rehabilitation services. Give in-service training and support to health care professionals employed in the health facility. Ensure compliance with the Essential Medicine List (EML). Attend to victims and perpetrators of crime such as, inter alia, sexual offences, assault, drunken and negligent driving, etc. and any other Medico Legal Services required by the South African Police Services (SAPS). Complete documentation, as required by the SAPS in terms of above mentioned Medico Legal matter, including giving testimony in court. Compliance with clinical governance requirements, such as appropriate record keeping and referral. GPs shall be required to attend training and orientation (especially as it relates to new guidelines).
<b><u>ENQUIRIES</u></b>	:	Dr SL Phoshoko Tel No: (012) 451 9224 / 5
<b><u>APPLICATIONS</u></b>	:	Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002
<b><u>NOTE</u></b>	:	Applications must be completed fully on a signed Z83 form, accompanied by a CV and Certified. Copies of all required documents must be attached. Certification must not be older than 3 months and no copy of a copy
<b><u>CLOSING DATE</u></b>	:	13 November 2020
<b><u>POST 25/227</u></b>	:	<b><u>MEDICAL OFFICER REF NO: MO/HEID/25/2020</u></b> Directorate: Clinical
<b><u>SALARY</u></b>	:	Grade 1: R821 205 per annum (inclusive package) Grade 2: R938 964 per annum (inclusive package) Grade 3: R1 089 693 per annum (inclusive package)
<b><u>CENTRE</u></b>	:	Heidelberg Hospital
<b><u>REQUIREMENTS</u></b>	:	<b>Grade 1:</b> Registration with the HPCSA as Medical Practitioner. Appropriate qualification that allows registration with the HPCSA as Medical Officer and proof of current registration. Certificate or experience in forensic. <b>Grade 2:</b> A minimum of 5 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Officer. Registration with the HPCSA as Medical Practitioner. Appropriate qualification that allows registration with the HPCSA as Medical Officer and proof of current registration. Certificate or experience in forensic. <b>Grade 3:</b> A minimum of 10 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Officer. Registration with the HPCSA as Medical Practitioner. Appropriate qualification that allows registration with the HPCSA as Medical Officer and proof of current registration. Certificate or experience in forensic.
<b><u>DUTIES</u></b>	:	Interview, investigate, diagnose and oversee the treatment of patients. Supervising junior doctors (community service). Attendance of relevant clinical meetings M&M, Patient safety incident, clinal risk and MMR. 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 all activities of discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration, ICD 10 coding and record keeping is done. Performing commuted overtime rendering of after hour duties to provide continuous uninterrupted care of patients. Accumulate annual CPD points.
<b><u>ENQUIRIES</u></b>	:	Dr. S. Mabaso Tel No: (016) 341 1100
<b><u>APPLICATIONS</u></b>	:	must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Applications should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.
<b><u>CLOSING DATE</u></b>	:	13 November 2020

**POST 25/228** : **DEPUTY DIRECTOR REF NO: DDHRM/CMJAH/2020**  
 Directorate: Human Resource Department

**SALARY** : R733 257 per annum (all-inclusive package)  
**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital  
**REQUIREMENTS** : A Bachelor's Degree or National Diploma in Human Resource Management / Labour Relations / LLB or post graduate diploma in Labour Law or equivalent qualification recognised by SAQA with at least 10 years relevant experience in relevant field of which 5 years must be at Assistant Director Level. Knowledge and experience in policy development and implementation. Knowledge and experience in Human Resource information. Knowledge and experience in of programme and project management. People and diversity management. Client orientation and customer focus Understanding of government legislation, and regulations pertaining to Public Service administration including PSA, LRA, BCEA, EEA.OHS and PFMA. Skills: Negotiation, organising, planning, investigative, Problem solving and analytical skills, Good communication skills both verbal and written. Accountability and ethical conduct. The following will be an added advantage: Exposure in Labour Relation (LR)/ Organisational Development (OD)/ Employee Health and wellness (EHWP).

**DUTIES** : Manage LR, EHWP and HR Unit. Provide input into Employee Relations policies. Analyse current policies and labour relations trends. Recommend policy amendments. Implement employee relations policies. Hold road shows advising the department (Area offices and Government Water Schemes) on key Labour Relations policy issues and new developments. Advice Management and Employees on all employee relations matters. Manage dispute resolution, collective bargaining matters, facilitation of grievance resolutions and disciplinary processes. Management of human resources. Investigate complex cases. Register and maintain a database of all cases including grievances. Maintain compliance in all labour relations matters, dissemination of information and conducting of training. Liaise with internal and external stakeholders. Represent the Department at Conciliation and Arbitrations proceedings. Ensure that approved resolutions are implemented. Manage conflict resolution. Manage incapacity Leave and staff establishment.

**ENQUIRIES** : Mrs. K. Maruma Tel No: (011) 488 3762  
**APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address [Supporthr.Cmjah@gauteng.gov.za](mailto:Supporthr.Cmjah@gauteng.gov.za) Only online application will be considered.

**NOTE** : Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Coloured Males and females, Indian Males and Females, White Males and females, African Males are encourage to apply.

**CLOSING DATE** : 13 November 2020

**POST 25/229** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DGMAH/10/2020/10**  
 Directorate: HRM

**SALARY** : R733 257 per annum  
**CENTRE** : Dr George Mukhari Academic Hospital  
**REQUIREMENTS** : An appropriate three-year (NQF level 6) relevant qualification. Minimum of 10 years relevant working experience of which 3 years should be in a management level in the HR environment. Knowledge of Public Service Act and Regulations. Knowledge of PERSAL and must be computer literate, (certificate/s should be attached). Be technological savvy and understand the important HR technologies. Knowledge of the Human resource management systems and HR intelligent apps in the public sector. Basic financial and budget

- management. Change and diversity management skills (written and verbal) and ability to work under constant pressure and display innovative thinking. Strategic planning, leadership and business partnering skills. Knowledge of lean management will be an added advantage. Valid driver's license.
- DUTIES** : Manage conditions of services. Manage Human Resource Information Systems, recruitment and selection. Manage training and Performance Management and Development System (PMDS). Manage and implement EHWP strategic programmes. Diversity management. Implementation of Policy on reasonable accommodation and assistive devices (PRAAD) and Policy and procedure on incapacity leave an ill health retirement (PILIR). Implement employee value proposition (EVP). Implement e-HR services and automation. Oversee effective and efficient management of allocated financial, physical, and human resources in the Sub-Directorate. Develop departmental standard operating procedures and ensure the implementation and adherence by personnel thereof. Lead and empower the HR team. Database Management and statistical analysis. Perform other duties as allocated by management and will rotate within other spheres of HR when necessary.
- ENQUIRIES** : Ms O Masangane Tel No: (012) 529 3202
- APPLICATIONS** : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
- NOTE** : Shortlisted candidates will be subjected to a Microsoft office skills assessment. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer Reserves the right to fill this position(s)
- CLOSING DATE** : 13 November 2020
- POST 25/230** : **CLINICAL PSYCHOLOGIST GRADE 1 REF NO: HRM 16/2020 (X1 POST)**  
Directorate: Clinical Psychology
- SALARY** : R713 361 per annum (TCE Package)
- CENTRE** : Sterkfontein Hospital
- REQUIREMENTS** : Appropriate MA Degree in Clinical Psychology. Registration as a Clinical Psychologist with the HPCSA. Post-Qualification experience in Forensic Psychology.
- DUTIES** : Conduct Psycho-legal Assessments and write reports in a Forensic setting. Provide individual, group and family Psychotherapy in the Forensic Unit. Conduct Neuro assessments and training. Function as a member of the Multi-disciplinary team. Coordinate and manage Psychological service provision. Supervision of Intern Psychologists and Community Service Psychologists. Research and lecturing responsibilities.
- ENQUIRIES** : Dr. D.C.J. Hoffman Tel No: (011) 951-8342
- APPLICATIONS** : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
- CLOSING DATE** : 13 November 2020 at 12H00
- POST 25/231** : **PHARMACIST (X5 POSTS)**  
Directorate: Medical
- SALARY** : Grade1: R693 372 -R735 918 per annum  
Grade 2: R751 026 -R797 109 per annum  
Grade3: R821 205 -R817 590 per annum
- CENTRE** : Far East Rand Hospital
- REQUIREMENTS** : Basic qualification accredited with the South AFRICAN Pharmacy Council (SAPC) that allows registration as a pharmacist and proof of current registration. Experience, **Grade1**: Completed the mandatory community service. **Grade 2**: A minimum of five years relevant experience after registration as pharmacist with the SAPC. **Grade 3**: A minimum of thirteen years relevant experience after registration as pharmacist with SAPC. In-depth knowledge of the National Drug Policy, all pharmacy legislations, the public Finance Management Act ,Labour Relations Act, Basic Conditions of Employment Act and other legislations applicable to the public sector. Good written and communication skills. High level of reliability. High level of personal

		integrity, passion and dedication to the profession. An individual who can work under pressure. Engage in overtime and after hour's calls. A valid South African ID/ and valid passport. A valid South African Driver's license.
<b><u>DUTIES</u></b>	:	Manage quality provision of pharmaceutical care in the hospital. Evaluation, preparation and dispensing of medicine or scheduled substances. Provision of medicine related information advice to other healthcare professionals. Supervision of pharmacy support personnel and monitoring work procedures to ensure the outstanding operation of the pharmacy department. Ensure the availability of pharmaceutical items in the hospital through effective stock procurement processes. Prevention of fruitless and wasteful expenditure by enforcing adherence to the Standard Treatment Guidelines (STGs), rational prescribing and utilisation of medication and through appropriate stock management. Participate in continuous professional development in order to stay current and also assist with the facilitation of pharmacy staff training. Take part in antimicrobial stewardship program and address Pharma- covigilance in the hospital. Participate in the Implementation of the National Core Standards and ensure compliance with the 6 priority standards, especially those that are applicable in the pharmacy store.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms P Makamu Tel No: (011) 812 8374
	:	Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00am to 15h00pm.
<b><u>NOTE</u></b>	:	Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. . Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.
<b><u>CLOSING DATE</u></b>	:	13 November 2020
<b><u>POST 25/232</u></b>	:	<b><u>PHARMACIST REF NO: TDHS/A/2020/83 (X1 POST)</u></b> Directorate: Pharmacy
<b><u>SALARY</u></b>	:	Grade 1: R693 372 – R735 918 per annum (all-inclusive remunerative package) Grade 2: R736 425 per annum Grade 3: R781 611 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Tshwane District Health Services (Boekenhout CHC)
	:	Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows for registration with the SAPC Registration with the SAPC as a Pharmacist and proof of current registration. Less than five (5) years appropriate experience after registration as a Pharmacist with the SAPC.
<b><u>DUTIES</u></b>	:	Assist management with overall budget and expenditure monitoring. To receive and process orders for two depots and selected clinics. Do follow-ups on outstanding orders and communicate to all stakeholders. To communicate with MSD regarding dues out reports and availability of alternatives. Monitor ordering patterns to avoid duplication of procurement. Ensure compliance to District Formulary, EML and National Guidelines. Facilitate rational use of medicines. Focus on availability of medicines and communication thereof to relevant stakeholders to ensure minimal impact on patients. Perform all other duties delegated by Supervisor/Manager.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. Michelle Haines Tel No: (012) 356 9200
	:	Applications must be submitted at Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
<b><u>NOTE</u></b>	:	Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.
<b><u>CLOSING DATE</u></b>	:	13 November 2020



**POST 25/233** : **ASSISTANT MANAGER NURSING SPECIALTY – (ICU OR THEATRE TECHNIQUE) REF NO: JUB24/2020**  
 Directorate: Nursing

**SALARY CENTRE REQUIREMENTS** : R614 991 – R 692 166 per annum (Plus Benefits)  
 : Jubilee District Hospital  
 : Diploma/degree in nursing that allows for registration with SANC as a Professional Nurse. A post basic qualification in ICU or Theatre technique. Diploma/degree in nursing administration will be an added advantage. A minimum of 10 years appropriate/recognizable experience in nursing as a Professional Nurse. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining a post basic qualification in ICU or Theatre technique. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. A certified copy of the current SANC receipt. Good communication; report writing; co-ordination; facilitation; liaison; leadership & analytical skills. Problem solving; negotiation; change management; planning and organizing skills. Ability to network and manage information. Ability to work under pressure.

**DUTIES** : Coordination of optimal, holistic, specialized nursing care provided within set standards and a professional framework. Manage effectively the utilization and supervision of resources i.e. Human and Financial. Coordination of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development.

**ENQUIRIES APPLICATIONS** : Ms T Khuvutlu-Ngwenya Tel No: (012) 717 9441  
 : Documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

**NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General Information: Short-listed candidates must be available for interviews at a date and time determined by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

**CLOSING DATE** : 20 November 2020

**POST 25/234** : **ASSISTANT MANAGER SPECIALTY TRAUMA, EMERGENCY AND OPD (X1 POST)**  
 Directorate: Nursing

**SALARY CENTRE REQUIREMENTS** : R614 991 - R692 166 per annum  
 : Far East Rand Hospital  
 : A minimum of ten (10) years appropriate /recognizable nursing experience after registration as a professional nurse with SANC. At least 6 years of the 10 years referred above should be relevant experience after obtaining the post basic qualification. At least 3 years of the ten years' experience in nursing should include experience in nursing management. Registration with the South African Nursing Council and have valid SANC RECEIPT. Basic nursing diploma/ degree as a professional nurse and basic Midwifery. Valid South African ID/ and valid passport. Basic computer literacy. Have valid driver's license. Demonstrate basic understanding of Human Resource, finance, policies and practices. Ability to work under pressure.

**DUTIES** : The incumbent will work under the direct supervision of the Deputy Manager nursing. The supervision of quality nursing care both day and night according to the scope of practice. Adhere to the principles of nursing practice according to the scope of practice, all quality assurance standards. Coordination of all patient care provided by the Health Team Members. Reporting and communication with all managers regarding issues of health care provided by various groups. Ensure adherence to work ethics. Ensure adherence to Batho-Pele principles. Ensure the implementation of all quality and other mandatory priorities. Will be part of hospital management team. Check availability of beds

- and assist with the management thereof. Problem solving and maintaining harmonious work relationship. Compile statistics.
- ENQUIRIES** : Ms K Tinghisi Tel No: (011) 812 8313
- APPLICATIONS** : Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00am to 15h00pm.
- NOTE** : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.
- CLOSING DATE** : 13 November 2020
- POST 25/235** : **OPERATIONAL MANAGER (PHC) REF NO: TDHS/A/2020/39 (X1 POST)**  
 Directorate: Nursing  
 Re-Advertisement: People who previously applied are encouraged to re-apply.
- SALARY** : R562 800 – R633 432 per annum (Plus Benefits)
- CENTRE** : Tshwane health district – Refentse CHC
- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification (Primary Health Care/Nursing Assessment, Diagnosis and Treatment)with duration of at least 1 year accredited with SANC in terms of government notice No. 212 plus a Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma) qualification of a minimum duration of one-year in Nursing Administration/Management or in Health Care Services Management obtained from a recognised and registered tertiary institution and similarly, recognised by SAQA. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC, at least 3 years of the period referred to above must be appropriate/recognizable experience in nursing management, computer literacy plus a valid unendorsed driver's license are essential, demonstrate knowledge of legislations relevant to health care services. Shortlisted candidates will be assessed for computer literacy competency.
- DUTIES** : Management of the facility by providing comprehensive Primary Health Care services. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele principles and Patient's rights. Provide administrative services, as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Manage labour related issues. Compile reports, analyze data, identify gaps and take remedial steps. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services.
- ENQUIRIES** : SR Makua Tel No: 079 872 6077 (Monday to Friday; during working hours only)
- APPLICATIONS** : Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lillian Ngoyi Streets, Pretoria, 0002
- NOTE** : Applications must be completed fully on a signed Z83 form, accompanied by a CV and Certified. Copies of all required documents must be attached. Certification must not be older than 3 months and no copy of a copy
- CLOSING DATE** : 13 November 2020
- POST 25/236** : **OPERATIONAL MANAGER (MOU) REF NO: TDHS/A/2020/38 (X1 POST)**  
 Re-Advertisement: People who previously applied are encouraged to re-apply.  
 Directorate: Nursing
- SALARY** : R562 800 – R633 432 per annum (Plus Benefits)
- CENTRE** : Tshwane health district – Refentse CHC

- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification (Advance midwifery and Neonatal Nursing Science) with duration of at least 1 year accredited with SANC in terms of government notice No. 212 plus a Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma) qualification of a minimum duration of one-year in Nursing Administration/Management or in Health Care Services Management obtained from a recognised and registered tertiary institution and similarly, recognised by SAQA. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC, at least 3 years of the period referred to above must be appropriate/recognizable experience in nursing management, computer literacy plus a valid unendorsed driver's license are essential, demonstrate knowledge of legislations relevant to health care services. Shortlisted candidates will be assessed for computer literacy competency.
- DUTIES** : Management of the facility by providing comprehensive Mother and child health care services. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele principles and Patient's rights. Provide administrative services as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Manage labour related issues. Compile reports, analyze data, identify gaps and take remedial steps. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services.
- ENQUIRIES** : Mr. SR Makua Tel No: 079 872 6077 (Monday to Friday; during working hours only)
- APPLICATIONS** : Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002
- NOTE** : Applications must be completed fully on a signed Z83 form, accompanied by a CV and Certified. Copies of all required documents must be attached. Certification must not be older than 3 months and no copy of a copy
- CLOSING DATE** : 13 November 2020
- POST 25/237** : **OPERATIONAL MANAGER (PHC) REF NO: TDHS/A/2020/95 (X1 POST)**  
Directorate: Nursing
- SALARY** : R562 800 – R633 432 per annum (Plus Benefits)
- CENTRE** : Tshwane District Health Services (Jack Hindon Clinic)
- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a Diploma in Clinical Health, Assessment, Treatment and Care (PHC), with duration of at least 3 years accredited with SANC in terms government notice no 212. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC, at least 3 years of the period referred to above must be appropriate/recognizable experience in nursing management. Computer literacy. A valid driver's license is essential. Demonstrate knowledge of legislations relevant to health care services. Other Skills/Requirements: Computer Literacy with an understanding of Ms Word, Exel, Access, Power Point. Good Communication Skill. Analytic and Numeric Skills. Ability to Work Under Pressure. Valid Code 8 Drivers License.
- DUTIES** : Management of the facility by providing comprehensive Primary Health Care services. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele principles and Patient's rights. Provide administrative services, as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Compile reports, analyze data, identify gaps and take remedial steps. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services.
- ENQUIRIES** : Ms ST Dibakwane Tel No: (012) 451 9000 or 082 452 3882, Ms M Leroke Tel No: (082) 826 7881

- APPLICATIONS** : Applications must be submitted at Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.
- CLOSING DATE** : 13 November 2020
- POST 25/238** : **ASSISTANT DIRECTOR: RADIOGRAPHER REF NO: EHD2020/11/03 (X1 POST)**  
Directorate: Rehabilitation
- SALARY** : R517 326 per annum
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : A recognised National Diploma or Bachelor's Degree in Diagnostic Radiography qualification that allows for required registration with the Health Professions Council of South Africa (HPCSA). A minimum of eight (8) years appropriate experience in Diagnostic Radiography, of which five (5) years must be of appropriate managerial/supervisory experience after registration with HPCSA as an independent practitioner. Proof of original registration and current registration with the HPCSA as an independent practitioner. A post-graduate qualification in Management will be an added advantage. Computer literacy and associated software programs. Valid Driver's license. Knowledge of PFMA, Public Service legislations, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge of legal compliance requirements for the safe use of Hazardous substance in all spheres of Radiography and OHS Act. Knowledge of HIM Policy, National Core Standards, Quality Assurance programme and Strategic Management. Knowledge and experience of Supply Chain Management Processes, Finance management and Human Resource issues. Computer skills, excellent time management skills, written and verbal business skills, report writing and presentation skills. Be proactive and initiative in problem solving and decision making. Must demonstrate honesty, integrity, high work ethic and ability to work independently and in a team. Good interpersonal skills, strategic planning and leadership skills. Ability to develop the standard of the profession in all spheres related.
- DUTIES** : Manage the Radiography services in the Health Districts and sub-regions in the District. Assist and support the Radiography supervisors at all levels of care in the District. Develop and monitor implementation strategies of relevant policies and guidelines. Conduct training needs analysis and workshops for all the professionals. Facilitate the CPD programmes as per year planner and as needs arises. Conduct Quality Assurance assessments in various institutions/facilities to ensure compliance to safety regulations and quality assurance for Radiography, accreditation standards, equipment. Conduct support visits to the various facilities for guidance and service delivery monitoring. Drive innovation and integration of services across all levels of care. Foster partnership with HPCSA, SAHPRA/RCD & other relevant statutory bodies for service delivery efficiency and patient safety. Monitor the Radiation Compliance rate continuously and provide assistance through use of PIDS reports. Work with other Directorates such as HRD & HRD for training related matters. Encourage, facilitate and monitor Research and Development within the District. Facilitate and Coordinate the readiness for student training. Coordinate and manage procurement processes for equipment and consumables. Perform ad-hoc duties allocated by management team. Coordinate and manage the referral pathways across the District. Must be a team player within the Clinic and District. Ensure recommended maintenance of the X-Ray equipment in all facilities. Conduct and attend relevant meetings and trainings as prescribed. Perform and ensure that prescribed SAHPRA Quality Assurance protocols are adhered to. Management of allocated Human, Physical and Financial Resources in the District. Liaise Radiography service related issues with other stakeholders (internal and external). Ensure timeous submission of monthly cost centre reports, budget expenditure and performance report to the relevant authorities.
- ENQUIRIES** : Dr. EM Tipoy Tel No: (011) 876 1802

- APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 13 November 2020
- POST 25/239** : **ASSISTANT DIRECTOR: THERAPEUTIC, DIAGNOSTIC AND OTHER RELATED ALLIED HEALTH PROFESSIONALS (X1 POST)**  
Directorate: Allied
- SALARY** : Grade 1: R517 326 – R574 158 per annum  
Grade 2: R591 510 - R656 469 per annum
- CENTRE** : Far East Rand Hospital
- REQUIREMENTS** : Grade 12. A bachelor degree of equivalent qualification in Speech and Audiology, Speech Therapy, Audiology, Physiotherapy, Occupational Therapy, Dietetics, Podiatry and Social Work. Computer literacy (Power point and excel). Three (3) years as independent practitioner, five (5) years as a supervisor will be added advantage. Good communication, report writing skills and problem solving skills. Valid registration with HPCSA/ SACSSP. Relevant experience in management of Health Care services. Knowledge in the relevant policies, protocols and guidelines. Must be proactive, innovative and dependent leader. Be able to work within multidisciplinary team.
- DUTIES** : Provide leadership to Allied Health Services. Give inputs and ensure adherence to provincial and national legislation. Implement and contribute to the proper utilization of allocated financial and physical resources. Submission of weekly, monthly, quarterly and annual reports, statistics and other administrative duties to Clinical Manager. Establish good working relationship with internal and external stakeholders. Coordinate and ensure healthy promotion in order to prevent negative impacts of diseases in the community. Collaborate with external stakeholders to achieve strategic goals of the Department of Health. Implement quality assurance policies and develop appropriate quality improvement plan for Allied Health Services. Attend all relevant internal and external meetings. Ensure continuous professional development activities.
- ENQUIRIES** : Dr Shezi Tel No: (011) 812 8546
- APPLICATIONS** : Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00am to 15h00pm.
- NOTE** : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Shortlisted candidates will be subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed. No faxed or emailed application will be considered.
- CLOSING DATE** : 13 November 2020

**POST 25/240** : **OPERATIONAL MANAGER-GENERAL GRADE 1 (NIGHT SUPERVISOR)**  
**REF NO: JUB22/2020**  
Directorate: Nursing  
Re-Advert

**SALARY** : R444 276 per annum (Plus Benefits)  
**CENTRE** : Jubilee District Hospital  
**REQUIREMENTS** : Basic R425 Qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC). Qualification in basic Midwifery and Psychiatry will serve as an added advantage. A minimum of seven (7) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC. (Less one year from experience for candidates appointed from outside public service after complying with registration requirements.) Knowledge of Public Sector Regulations, Regulated Norms and Standards and other legislative framework. Good communication and sound interpersonal skills. Problem solving, conflict management and decision making skills. Ability to apply Batho Pele Principle in Nursing Care. Ability to collect, provide and use relevant information/statistics for the enhancement of service delivery. Basic computer literacy. Certified copy of the current SANC receipt.

**DUTIES** : Supervise and ensure the provision of effective and efficient care through adequate nursing care. Co-ordinate and monitor the implementation of nursing care plan and evaluation thereof. Maintain constructive working relationship with Nursing and other stakeholders. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Participate in the formulation and implementation of nursing guidelines, practices, standards and procedures'. Manage proper utilization of human, financial and physical resources.

**ENQUIRIES** : Ms Khuvhutlu Tel No: (012) 717 9441  
**APPLICATIONS** : Documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

**NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General Information: Short-listed candidates must be available for interviews at a date and time determined by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

**CLOSING DATE** : 20 November 2020

**POST 25/241** : **CLINICAL PROGRAMME COORDINATOR: CHILD HEALTH, EPI, CDC & OUTBREAK RESPONSE REF NO: TDHS/A/2020/66**  
Directorate: Health & Outreach Programmes

**SALARY** : Grade 1: R444 276 – R500 031 per annum  
Grade 2: R515 040 – R579 696 per annum

**CENTRE** : Tshwane District Health Services  
**REQUIREMENTS** : Diploma in Nursing or B CUR; Diploma in Midwifery, Diploma in Management an advantage. Other Skills / Requirements: 5 years' experience in Child Health; PMTCT, Disease Surveillance, Communicable Disease Control & Outbreak Response. Registration with SANC; Computer Literacy; Valid Driver's License.

**DUTIES** : Ensure availability and implementation of Child Health; PMTCT, Disease Surveillance, CDC; Outbreak Response Policies. Support PHC Facilities and District Hospitals to provide quality services. Provide training and support to clinicians on IMCI. EPI, PMTCT & Disease Surveillance. Monitoring of relevant Child Health; PMTCT, Disease Surveillance, CDC & Outbreak Response indicators and address poor performance. Data Analysis & verification of Child Health; PMTCT, Disease Surveillance, CDC & Outbreak Response data. Advice facilities on necessary skill mix. Conduct Outbreak Response for

		Tshwane District. Conduct support visit to PHC facilities & Hospitals. Compilation of Programme reports.
<b><u>ENQUIRIES</u></b>	:	Mrs Lekwetji Komane Tel No: (012) 4519213
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
<b><u>CLOSING DATE</u></b>	:	13 November 2020
<b><u>POST 25/242</u></b>	:	<b><u>OPERATIONAL MANAGER GENERAL, NIGHT SUPERVISION (X1 POST)</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R444 276 – R500 031 per annum
<b><u>CENTRE</u></b>	:	Far East Rand Hospital
<b><u>REQUIREMENTS</u></b>	:	A minimum of seven (7) years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC. Registration with the South African Nursing Council and have valid SANC RECEIPT. Basic nursing diploma/ degree as a professional nurse and basic Midwifery. Valid South African ID/ and valid passport. Basic computer literacy.
<b><u>DUTIES</u></b>	:	The incumbent will work under the direct supervision of the assistant manager. The supervision of quality nursing care at night according to the scope of practice. Adherence to the principles of nursing practice according to the scope of practice, all quality assurance standards. Coordination of all patient care provided by the Health Team Members. Reporting and communicating with all managers regarding issues of health care provided by various groups at night. Ensure adherence to work ethics. Ensure adherence to Batho- Pele principles. Ensure the implementation of all quality and other mandatory priorities. The ability to work under pressure. Check availability of beds and assist with the management thereof. Problem solving and maintaining harmonious work relationship. Compile statistics.
<b><u>ENQUIRIES</u></b>	:	Ms K Tinghisi Tel No: (011) 812 8313
<b><u>APPLICATIONS</u></b>	:	Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00am to 15h00pm.
<b><u>NOTE</u></b>	:	Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Shortlisted candidates will be subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed. No faxed or emailed application will be considered.
<b><u>CLOSING DATE</u></b>	:	13 November 2020
<b><u>POST 25/243</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 SPECIALITY (TRAUMA) REF NO: TDHS/A/2020/41(X1 POST)</u></b> Re-Advertisement: People who previously applied are encouraged to re-apply. Directorate: Nursing
<b><u>SALARY</u></b>	:	R383 226- R444 276 (Per annum plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane Health District- Refentse CHC
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Current registration with SANC. A post basic qualification with duration of at least one year accredited with SANC in Trauma Specialty. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in general nursing.
<b><u>DUTIES</u></b>	:	Perform both clinical and administrative duties as required as per SANC requisites. Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care. Provide a safe

therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues including complex report writing as required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Develop and implement quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of patient complaints and waiting times. Promote quality of nursing care as directed by the professional scope practice and standards as determined by the institution and other regulating bodies

- ENQUIRIES** : Mr. SR Makua Tel No: 079 872 6077 (Monday to Friday; during working hours only)
- APPLICATIONS** : Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002
- NOTE** : Applications must be completed fully on a signed Z83 form, accompanied by a CV and Certified. Copies of all required documents must be attached. Certification must not be older than 3 months and no copy of a copy
- CLOSING DATE** : 13 November 2020
- POST 25/244** : **PROFESSIONAL NURSE: CLINICAL NURSE PRACTITIONER (PHC) REF NO: TDHS/A/2020/94 (X6 POSTS)**  
Re-Advertisement: People who previously applied are encouraged to re-apply.  
Directorate: Nursing

- SALARY CENTRE REQUIREMENTS** : Grade 1 R383 226 - R444 276 (plus benefits)  
: Tshwane health district – Refentse CHC  
: Matric/Grade12 and Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post basic nursing qualification (PHC) accredited with SANC in terms government notice no 212, with proof of current registration. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC.

- DUTIES** : Demonstrate an understanding of nursing legislation and related frameworks. Render comprehensive clinical nursing practice services as determined by the health facility. Maintain own professional growth and ethical standards. Ensure and oversee the effective utilization of resources. Ensure the Implementation of the National Regulated Norms and Standards and Batho-Pele Principles. Act as shift leader in the unit in the absence of the Unit Manager and ensure compliance to professional and ethical practice. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Participate in training, research, supervision and management of student and junior nurses.

- ENQUIRIES** : Mr SR Makua Tel No: (079) 872 6077 (Monday to Friday; during working hours only)
- APPLICATIONS** : Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002
- NOTE** : Applications must be completed fully on a signed Z83 form, accompanied by a CV and Certified. Copies of all required documents must be attached. Certification must not be older than 3 months and no copy of a copy
- CLOSING DATE** : 13 November 2020

- POST 25/245** : **PROFESSIONAL NURSE SPECIALITY (ADVANCED MIDWIVES) REF NO: TDHS/A/2020/42 (X9 POSTS)**  
Re-Advertisement: People who previously applied are encouraged to re-apply.  
Directorate: Nursing

- SALARY CENTRE REQUIREMENTS** : Grade 1 R383 226 - R444 276 per annum (plus benefits)  
: Tshwane District Health Services – Refentse CHC  
: Matric/Grade12 and Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post basic nursing qualification (Advanced midwifery and Neonatal nursing science) accredited with SANC in terms government notice no 212, with proof of current registration. Other Skills/Requirements: A minimum of 4 years



<b><u>DUTIES</u></b>	:	appropriate/recognizable experience in nursing after registration as a professional nurse with SANC. At least 1 year of the 4 years must be experience in a maternity unit. Must be willing to work shifts (Day and night). Provide optimal and holistic specialized nursing care in accordance with the set standards and professional/legal framework. Execute duties and functions of an advanced midwife with proficiency in support of the aims and strategic objectives of the institution and within the prescripts of all applicable legislation. Maintain clinical competence and uphold principles of nursing care within the legal requirements. Participate in institutional and cluster perinatal morbidity and mortality meetings. Provide holistic nursing care to patients in a midwife obstetric unit in a cost effective, efficient and equitable manner. Lead a team of midwives and ensure ongoing education and staff training in PMTCT, BFHI, ESMOE, etc. Maintain accurate and complete patient records. Ability to work independently in all sections of the unit. Ensure implementation of maternity and neonatal guidelines and protocols. Participate in the implementation of priority programs and strategies to reduce morbidity and mortality rates. Ensure and oversee the effective utilization of resources. Ensure the implementation of the National Regulated norms and standards and Batho Pele principles. Act as shift leader in the unit in absence of the unit manager and ensure compliance to professional and ethical practice. Demonstrate effective communication with patients, supervisors and other clinicians, including report. Participate in training, research, supervision and management of students and junior nurses.
<b><u>ENQUIRIES</u></b>	:	Ms R Makau Tel No: (060) 995 9838 (Monday to Friday; during working hours only)
<b><u>APPLICATIONS</u></b>	:	Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002
<b><u>NOTE</u></b>	:	Applications must be completed fully on a signed Z83 form, accompanied by a CV and Certified. Copies of all required documents must be attached. Certification must not be older than 3 months and no copy of a copy
<b><u>CLOSING DATE</u></b>	:	13 November 2020
<b><u>POST 25/246</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY (ADVANCED MIDWIVES) REF NO: TDHS/A/2020/79 (X3 POSTS)</u></b> Directorate: Nursing
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	Grade 1: R383 226 – R444 276 per annum. plus benefits Tshwane District Health Services (Boekenhout CHC) Matric/Grade12 and Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post basic nursing qualification (Advanced midwifery and Neonatal nursing science) accredited with SANC in terms government notice no 212, with proof of current registration. Other Skills/ Requirements: A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC. At least 1 year of the 4 years must be experience in a maternity unit. Must be willing to work shifts (Day and night)
<b><u>DUTIES</u></b>	:	Provide optimal and holistic specialized nursing care in accordance with the set standards and professional/legal framework. Execute duties and functions of an advanced midwife with proficiency in support of the aims and strategic objectives of the institution and within the prescripts of all applicable legislation. Maintain clinical competence and uphold principles of nursing care within the legal requirements. Participate in institutional and cluster perinatal morbidity and mortality meetings. Provide holistic nursing care to patients in a midwife obstetric unit in a cost effective, efficient and equitable manner. Lead a team of midwives and ensure ongoing education and staff training in PMTCT, BFHI, ESMOE, etc. Maintain accurate and complete patient records. Ability to work independently in all sections of the unit. Ensure implementation of maternity and neonatal guidelines and protocols. Participate in the implementation of priority programs and strategies to reduce morbidity and mortality rates. Ensure and oversee the effective utilization of resources. Ensure the implementation of the National Regulated norms and standards and Batho Pele principles. Act as shift leader in the unit in absence of the unit manager and ensure compliance to professional and ethical practice. Demonstrate effective communication with patients, supervisors and other clinicians, including report. Participate in training, research, supervision and management of students and junior nurses.

**ENQUIRIES** : Ms. ST Dibakwane Tel No: (082) 4523 882 or Ms M Leroke Tel No: (079) 872 6077

**APPLICATIONS** : Applications must be submitted at Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

**NOTE** : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.

**CLOSING DATE** : 13 November 2020

**POST 25/247** : **PROFESSIONAL NURSE GRADE 1 SPECIALTY (TRAUMA) REF NO: TDHS/A/2020/80 (X2 POSTS)**  
Directorate: Nursing

**SALARY CENTRE REQUIREMENTS** : R383 226- 444 276 per annum plus benefits  
Tshwane District Health Services (Boekenhout CHC)  
Basic R425 qualification (i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Current registration with SANC. A post basic qualification with duration of at least one year accredited with SANC in Trauma Specialty. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in general nursing.

**DUTIES** : Perform both clinical and administrative duties as required as per SANC requisites. Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Demonstrate effective communication with patient's supervisor's other health professionals and junior colleagues including complex report writing as required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Develop and implement quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of patient complaints and waiting times. Promote quality of nursing care as directed by the professional scope practice and standards as determined by the institution and other regulating bodies.

**ENQUIRIES** : Ms. ST Dibakwane Tel No: (082) 4523 882 or Ms M Leroke Tel No: (079) 872 6077

**APPLICATIONS** : Applications must be submitted at Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

**NOTE** : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.

**CLOSING DATE** : 13 November 2020

**POST 25/248** : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: TDHS/A/2020/84 (X6 POST)**  
Directorate: Nursing

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

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

<b><u>DUTIES</u></b>	:	obtaining the 1 year Post Basic Qualification in the relevant specialty. (Clinical Nursing Science, Health Assessment, Treatment and Care). The incumbent is needed to plan, implement, evaluate, maintain control and coordinate quality assurance in the facility. Prepare and partake peer review evaluation. Implementation of Ideal Clinic, OHSC, occupational Health and Safety policy, complaints/compliments and suggestion guidelines and monitoring of compliance. Implementation of patient safety incidents guidelines, infection prevention and control guidelines/policies. Implementation and monitoring of Health Care Waste compliance. Formulation and implementation of quality improvement plans. Hold quality assurance meeting in the facility and attend district and other levels as expected. Write quality assurance reports and submit to the next level as expected. Participate in multidisciplinary quality assurance teams. Advocate for rights of the clients in the facility and promote Batho- Pele principles. Conduct client satisfaction survey and monitor routinely for compliance. Liaise with sub district quality assurance coordinator. In service training to all staff on quality assurance issues.
<b><u>ENQUIRIES</u></b>	:	Ms. ST Dibakwane Tel No: (082) 4523 882 or Ms M Leroke Tel No: (079) 872 6077
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted at Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
<b><u>NOTE</u></b>	:	Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.
<b><u>CLOSING DATE</u></b>	:	13 November 2020
<b><u>POST 25/249</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY THEATER (X1 POST)</u></b> Directorate: Nursing
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	Grade 1: R383 226 - R444 276 per annum Far East Rand Hospital Basic qualification accredited with SANC. Registration with the South African Nursing Council and have valid SANC Receipt. The incumbent must have a post basic nursing qualification with the duration of at least 1 year accredited with SANC. At least 5 years of the period referred to must be appropriate/ recognizable experience after obtaining the post basic qualification in relevant specialty. Valid South African ID/ and valid passport. Computer literacy. Knowledge of all legislation relevant to health care service.
<b><u>DUTIES</u></b>	:	The incumbent will work under direct supervision of the operational manager in his/ her area of allocation. The provision of nursing care according to the scope of practice of nurses for his/her category will be his/her responsibility. Adherence to the principles of nursing practice according to the scope of practice, all quality assurance standards as well as set rules and standards of nursing in his/ her area. Promotion of professionalism and leading by example by all times. Co-ordination of activities of other health team members. The incumbent will be a shift leader to the nursing team and relieving of the operational manger. Ensuring that all quality assurance standards and other health mandates are implemented during his/ her shift.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms K Tinghisi Tel No: (011) 812 8313 Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00am to 15h00pm.
<b><u>NOTE</u></b>	:	A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Shortlisted candidates will be subjected to a physical interview and

practical skills assessment. No telephonic interview will be allowed. No faxed or emailed application will be considered.

- CLOSING DATE** : 13 November 2020
- POST 25/250** : **PROFESSIONAL NURSE THREATRE SPECIALTY REF NO: HRM/2020/10/001 (X3 POSTS)**  
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R383 226 - R444 276 per annum (OSD Grading)  
: Mamelodi Regional Hospital  
: BasicR425 qualification, diploma/degree in nursing equivalent qualification that allows registration with a duration of at least one year accredited with SANC in Theatre Speciality. A minimum of 4 years appropriate/recognized experience in nursing after registration as a professional nurse with SANC in General Nursing.
- DUTIES** : Perform both clinical and administration duties as required as per SANC requested Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care, provide a safe therapeutic environmental that allows for the practice of safe nursing care provide as laid effective communication with patients, supervisors, other health professional and junior colleagues including complex report writing as required. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Develop and implement quality assurance program, policies, operational plan, standard operating producers and guidelines for the unit. Improve quality care through reduction of patient's complaint and waiting time. Promote quality of nursing care as directed by the professional scope of practice and standard as determined by the institution and other regulation bodies.
- ENQUIRIES APPLICATIONS** : Ms SC Masilela Tel No: (012) 842 0902  
: should be submitted at Mamelodi Regional Hospital, Human Resource Department, 19472 Serapeng Street, Tsamaya Road, Mamelodi
- NOTE** : The department of health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on Z83 form with a C.V certified copies of ID, SANC and qualifications to be attached certified copies should not be more than 3 months old). Notes: Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and employment verification) successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.
- CLOSING DATE** : 13 November 2020
- POST 25/251** : **MIDDLE MANAGER: FINANCE REF NO: FIN/HEID/24/2020 (X1 POST)**  
Directorate: Admin
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum plus benefits  
: Heidelberg Hospital  
: Grade 12 with an appropriate three | (3) years Diploma/ Degree in Financial management or Accounting financial fields. 5 years' experience in Financial Management at least 3 years' experience must be in a hospital environment which will be an added advantage. Any other relevant qualification in Finance Management. Good Leadership skills. Computer literacy. Knowledge of relevant Acts (PFMA, SCM Treasury Regulations) and Systems (SAP, BAS,MEDSAS, SCM).
- DUTIES** : Extensive skills in Budget and Financial Management. Computer utilization-particularly in Spreadsheet Developments. The candidate will be required to ensure Sound Financial Management System, Financial planning in line with MTEF, Effective financial control and monitoring of current Budget and Expenditure. Establish System that will link with Supply Chain Management. Understand Supply Chain and Financial Delegations. Be able to apply the delegations. Policies and Procedures and put system for internal control in place. To respond to Audit queries and draw Action Plans. Candidate must be able to interpret Financial Statements. Draft financial forecasts and plan, Draft Budgets according to Operational Plans of the hospital. To understand how to analyse post performance, recognize opportunities and plan for the future. Ensure that recons are done and submitted monthly. Candidates will be subjected to practical's on excel.

**ENQUIRIES APPLICATIONS** : Ms. L. Khumalo Tel No: (016) 341 1100  
 : must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Applications should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.

**CLOSING DATE** : 13 November 2020

**POST 25/252** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: TDHS/A/2020/65**  
 Directorate: Human Resporuce Management

**SALARY CENTRE REQUIREMENTS** : R376 596 – R443 601 per annum (Level 09)  
 : Tshwane District Health Services  
 : Senior Certificate (Grade 12 or equivalent qualification). A National Diploma / Degree in Human Resource Management or Public Management and Administration, with a minimum of (5) years experience in Human Resource Management on a supervisory level. A valid drivers licence.Computer literacy (MS Word, MS Excel and Powerpoint). Knowledge of and experience in Persal System. Knowledge of the Public Service Act, Finance Management Act and Other legislative prescripts that govern Human Resource Management. Knowledge of Human Resource administration processess. Ability to communicate well with people at different levels and from different backgrounds. Must be a customer- focused individual with excellent planning, organizing (verbal and written) communication skills, and good interpersonal and presentation skills. Ability to interact at strategic level and implement turn-around strategies. Proven project management skills and good supervisory and planning skills.

**DUTIES** : Manage and render effective personnel administration, salary administration, recruitment and selection, appointments, promotions, transfers, housing allowances, leave management, pilir, terminations of service and PMDS, (Performance Management and Development System). Manage and administer all conditions of service practices by providing guidance to subordinates to ensure compliance with Human Resource Legislative Framework and Prescripts. Manage and implement of grade and pay progression for professional and administrative cadres under both the occupation specific dispensation (OSD) and Non – OSD categories. Attend to audit queries and implementation of the recommendations thereof. Provide training and support in the Unit. Do other reasonable adhoc exercises and task as and when required to enhance service delivery in the District. Adhere to timelines on projects and provide stats and monthly reports on deliverables. Co-ordinate and provide training to subordinates and other employees of the District, as well as induction training to new employees of the District on Benefits and Service Conditions. Be willing to undergo continuous training and development. Attend meetings and training programmes as approved and delegated by the Manager Human Resource Management.

**ENQUIRIES APPLICATIONS** : Mr TJ Mokhopa Tel No: (012) 451 9107 / 9265  
 : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

**NOTE** : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies not older than 6 months of all required documents must be attached. No copy of a copy. Should you not hear from us within 3 months after the closing date, please conconsider your application unsuccessful.

**CLOSING DATE** : 13 November 2020

**POST 25/253** : **ASSISTANT DIRECTOR (FACILITY MANAGEMENT UNIT) REF NO: ODI/19/10/2020/01**

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09) (plus benefits)  
 : Odi District Hospital  
 : Grade12 Certificate with an appropriate National Diploma or Degree in Electrical/Mechanical/Building with more than 5 years' experience of which 2 years should be supervisory level. Knowledge of PFMA, OHS Act, Project management, inspection, presentation, and analytical skills. Knowledge of managing Facility Management services in a hospital environment. Knowledge of National Building Regulations will be an added advantage. Good financial

management skills Building Regulations will be an added advantage. Good financial management skills and conflict management. Must be computer literate (MS EXCEL and Power Point). Excellent time management and organizational skills. Good communication skills (verbal and non-verbal, report writing skills, negotiation, team building, problem solving, conflict resolution) and ability to work under pressure. A valid driver license.

**DUTIES** : Ensure overall management of Facility Management Unit, Accommodation, Garden services, and liaising with DID-Artisans Supervisors (Electrical, Mechanical, Building, Plumbing, Carpentry). Supervise and manage resource in Facility Management Unit services departments within the proper implementation of the National Core Standard requirements of the FMU. Ensure compliance and maintaining the quality standard required by the institution. Monitoring and evaluation of DID staff performance onsite. Communicating and liaising with the relevant inspectors and staff from DID and Central Office Infrastructure Management. Attend FMU and DID meetings and compile weekly, monthly, and quarterly report. Participate in inter and intradepartmental committees that deals with issues of FMU. Responsible for performance appraisal and develop of staff. Ensure achievement of strategic objectives of the component by ensuring suitable infrastructure in terms of identified need of budget and monitoring construction. Conduct building audits and identify areas that needs attention. Control FMU budget and monitor expenditure. Ensure proper utilization of the infrastructure and day to day maintenance budgeted by monitoring and reporting expenditure. Ensure the implementation of FMU practices, guidelines, and policies. Responsible for implementation of Occupational Health and Safety Act. Participate in the development of strategic and operational plans for Facility Management sections. Attend meetings for projects and planning. Attend to Human Resource matters, do record keeping and statistics, compile and submit reports. Plan and implement training programs for FMU staff.

**ENQUIRIES APPLICATIONS** : Mr. A Musie Tel No: (012) 725 2308  
: 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 certified copies allowed). Certified copies should not be more that than six months old.

**CLOSING DATE** : 20 November 2020

**POST 25/254** : **OCCUPATIONAL THERAPIST (X2 POSTS)**  
Directorate: Allied

**SALARY** : Grade 1: R317 976 –R361 872 per annum  
Grade 2: R372 810 –R426 291 per annum  
Grade 3: R439 164 –R532 959 per annum

**CENTRE REQUIREMENTS** : Far East Rand Hospital  
: Degree in Occupational Therapy. Experience - post community service and upwards. Registration with HPCSA as an independent practitioner Occupational Therapist and annual proof of payment. Grade 12 with computer literacy. Communication Skills. Good interpersonal skills. The candidate should be a dynamic individual who adapts well to change and should be able to work within the multidisciplinary team. Should be willing to rotate within allocated areas in the hospital and offer professional and effective services. Plan and implement health awareness campaigns and staff in- service training.

**DUTIES** : Assessment and treatment within allocated areas of work. Accurate compilation of monthly statistics and other administrative duties. Provide mentorship and guidance to community service therapists and students. Make appropriate referrals when necessary. Adhere to record keeping standards and other quality assurance requirements. Develop own skills and knowledge on continuing basis by participating in regular MDT case discussions. Identifying and attending relevant courses, workshops, work groups etc. Adhering to all prescribed policies and principles of department of health e. g Batho Pele principles, patient Rights etc. Stock control which includes ordering, receiving, storing, issuing and maintenance of stock as per Supply Chain Procedures and Standard Operating Procedures.

**ENQUIRIES** : Ms. Jagannath Tel No: (011) 812 8406

**APPLICATIONS** : Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00am to 15h00pm.

**NOTE** : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

**CLOSING DATE** : 13 November 2020

**POST 25/255** : **DENTAL TECHNICIAN GRADE 1/2/3 REF NO: DENTECH03-10-20**  
Directorate: Laboratory (Dental)

**SALARY** : R317 976 – R439 164.per annum plus benefits  
**CENTRE** : Wits Oral Health Centre  
**REQUIREMENTS** : Qualified Dental Technician currently registered with the SADTC. Experience in crown and bridge work and CAD/CAM. Must be able to perform under pressure and deliver on time.

**DUTIES** : Production of fixed and removable appliances as well as Orthodontics appliances. Production of implants support prosthesis. Working with under and postgraduates' students. The incumbent will be responsible for production, teaching and training of Dental students in the areas of removable prosthodontics, orthodontics and CAD/CAM work.

**ENQUIRIES** : Ms K Zwane Tel No: (011) 488 4914  
**APPLICATIONS** : Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown .No faxed /E-mailed applications will be accepted.

**FOR ATTENTION** : Mr. P.F Monama Tel No: (011) 481- 2099  
Pulankana.Monama@gauteng.gov.za

**NOTE** : Applicants to attach certified copies (date of certification not older than three (3) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates, current proof of SATDC. Applications without proof of the necessary documents will be disqualified.

**CLOSING DATE** : 13 November 2020

**POST 25/256** : **DIAGNOSTIC RADIOGRAPHER REF NO: EHD2020/11/03 (X87 POSTS)**  
Directorate: Rehabilitation

**SALARY** : R317 976 - R361 872 per annum (plus benefits)  
**CENTRE** : Ekurhuleni Health District  
**REQUIREMENTS** : National Diploma or Degree in Diagnostic Radiography Qualification. Proof of original registration & Current registration with HPCSA as an independent diagnostic radiographer. No experience required after registration with the HPCSA as an independent Diagnostic Radiographer. Must have completed community service as per requirements of the professional body (where applicable). Computer skills, excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity and high work ethic. 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. Knowledge and relevant experience in radiographic procedures, Quality Control and Record keeping processes is essential. Willingness to rotate within the district as and when required.

**DUTIES** : Participate in providing 24-hour Radiographic services in the CHC and District. Be part of the stand-by allocation or roster. Advise the management in Radiographic policy planning and implementation for service improvement. To adhere to Batho Pele Principles, Regulated Norms and Standards and Ideal

Clinic Realisation and Maintenance framework, Quality Assurance and other Public Service policies and Acts. Manage conflict and implement corrective measures as and when necessary. Carry out duties delegated by the Departmental Management. Must be a team player within the Department and Institution/District. Perform and ensure that prescribed Quality Assurance/Control protocols are adhered to. Perform any ad-hoc duties allocated by Management. Be actively involved in in-service training and CPD activities.

**ENQUIRIES** : Ms M. Masipa Tel No: (011) 876 1776 Ms A.E Tshivhase Tel No: (011) 876 1776

**APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

**NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

**CLOSING DATE** : 13 November 2020

**POST 25/257** : **DIAGNOSTIC RADIOGRAPHER REF NO: TDHS/A/2020/43 (X5 POSTS)**  
Directorate: Rehabilitation Services

**SALARY** : Grade 1: R317 976 – R361 872 per annum (plus benefits)  
**CENTRE** : Tshwane Health District (Sub-District 2 & 3)  
**REQUIREMENTS** : Grade 12 with National Diploma or Bachelor or B Tech in Diagnostic Radiography. Registration with HPCSA as Independent Diagnostic Radiographer. Proof of original and current HPCSA registration. At least four years relevant experience. Other Skills: Computer Literacy. Driver's license is essential. Good Interpersonal and communication skills.

**DUTIES** : To provide 24 hours fixed and/or Mobile Radiography services within Sub-District 2 & 3 Facilities. Perform administrative duties including compiling statistics and performing any other duties as delegated by the Supervisor. Knowledge on implementation of quality Assurance and improvement plans. A working knowledge of departmental equipment and fault reporting. Compliance with National Patients' Rights Charter and professional ethics. Promote Batho Pele Principles in execution of all task for effective service delivery. Participate in continuous professional development as required by HPCSA.

**ENQUIRIES** : Mr SR Makua Tel No: (012) 451 9121 or Tel No: (079) 872 6077  
**APPLICATIONS** : Documents must be submitted to Tshwane District Health Services, Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0001

**NOTE** : Applications must be completed fully on a signed Z83 form. Accompanied by a CV and Certified copies of all required documents must be attached (Certification must not be older than 3 months). No copy of a copy.

**CLOSING DATE** : 13 November 2020

**POST 25/258** : **DIAGNOSTIC RADIOGRAPHER REF NO: TDHS/A/2020/78 (X5 POSTS)**  
Directorate: Rehabilitation Services

**SALARY** : Grade 1: R317 976 – R361 872 per annum. plus benefits  
**CENTRE** : Tshwane District Health Services (Boekenhout CHC)  
**REQUIREMENTS** : Grade 12 plus National Diploma/Degree in Diagnostic Radiography. Current proof of registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer must be attached. Appropriate/recognizable experience in Radiography after registration with the Health Professions Council of South Africa as a Radiographer. Knowledge of CT scanner will be



- an advantage. Good communication, organizational and conflict resolution skills. Other Skills/Requirements: Computer Literacy with an understanding of MS Word, Excel, Access, Power Point. Good Communication Skill. Ability to Work under Pressure. Driver's License.
- DUTIES** : Select the exposure factor with due cognizance of all factors. Expose and Process X-rays and ensure X-rays are taken and meet high professional Status. Make sure, that regulations pertaining to radiation; protection and Safety are adhered to and that budget is controlled. Receive cognizance of the traumatic and pathological condition that may be present and accept responsibility for the patient. Supervise subordinates; plan; Organize and supervise the provision of general and specialized Radiography Services and students. Must be able to work independently without supervision. Must be willing to cover a 24-hour duty roster; that is work shifts: night duty; weekends; Public Holidays.
- ENQUIRIES** : Ms. M Leroke Tel No: (012) 451 9121 or Tel No: (079) 872 6077
- APPLICATIONS** : Applications must be submitted at Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.
- CLOSING DATE** : 13 November 2020
- POST 25/259** : **PROFESSIONAL NURSE GRADE 2 (GENERAL NURSING PN-A3) REF NO: HRM 17/2020 (X1 POST)**  
Directorate: Nursing Services
- SALARY** : R315 963 per annum (Plus benefits)
- CENTRE** : Sterkfontein Psychiatric Hospital
- REQUIREMENTS** : R425 Diploma/Degree or equivalent qualification that allows Registration with the SANC as a Professional Nurse. Must have Basic Psychiatric Qualification and Certificate in NIMART (Nurse Initiation and Management of Anti- Retroviral Therapy). Proof of current Registration with SANC. A minimum of 10 years appropriate/recognisable experience in General Nursing after Registration as a Professional Nurse. At least 2 years of the above period must be in the Management of HIV/AIDS & TB Programs. Must be computer literate and have a valid driver's licence.
- DUTIES** : Adherence to scope of practise of a Professional Nurse. Plan, organise, lead, coordinate and Manage HIV, AIDS and TB activities in line with the Policies and Protocols. Knowledge of Public Sector Legislative Framework, National Strategic Plan of HIV & TB. Perform outreach activities to the community. Demonstrate an understanding of the National Nursing Strategy, Mental Health Care Act, Ideal Hospital Framework, Batho-Pele Principles and Patient's Rights Charter. Implement various Nursing Services functions including Nursing Operational Plan for the HCT Clinic. Performance of Pap smear, maintaining effective infection control, provide direction, planning, support, leadership and presentation.
- ENQUIRIES** : Ms. M. Sono Tel No: (011) 951 8202
- APPLICATIONS** : Applications must be hand-delivered at Sterkfontein Hospital, HR Department (Admin Block), Sterkfontein Road, Krugersdorp, 1740.
- NOTE** : Applications must be submitted on a Z83 form with a C.V, Certified Copies of I.D, qualifications, certificate registration of SANC, and proof of current registration (Receipt) to be attached. Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.
- CLOSING DATE** : 13 November 2020 Time: 12H00
- POST 25/260** : **PROFESSIONAL NURSE REF NO: TDHS/A/2020/82 (X10 POSTS)**  
Directorate: Nursing
- SALARY** : Grade 1: R257 905.per annum  
Grade 2: R315 963.per annum  
Grade 3: R383 226.per annum (OSD)
- CENTRE** : Tshwane District Health Services (Boekenhout CHC)

- REQUIREMENTS** : Basic R425 qualification (i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse trained in Midwifery, Psychiatry and community Nursing Science. Current registration with the SANC as a Professional Nurse.
- DUTIES** : Demonstrate effective communication with patients, supervisors and other clinicians including report writing. Work as part of a multidisciplinary team to ensure quality care. Able to plan and organize own work and that of her support team to ensure proper nursing care. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs, requirements and Batho Pele expectations. Work effectively, co-operatively, amicably with persons of diverse intellectual cultural, racial or religious differences. Perform clinical nursing practice in accordance with the scope of practice, nursing standards and quality assurance standards. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practice. Willing to rotate through departments, work night duty. Promote quality of nursing care as directed by the professional scope of practice and standards. Work as a team player. Guide and teach or mentor those in a level under you. Able to lead and supervise a team in the unit, knowledgeable in aspects of Ideal Clinic, Management of complaints and Patient's safety incidents. Willing to attend in-service training.
- ENQUIRIES** : Ms ST Dibakwane Tel No: (082) 4523 882 or Ms M Leroke Tel No: (079) 872 6077
- APPLICATIONS** : Applications must be submitted at Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.
- CLOSING DATE** : 13 November 2020
- POST 25/261** : **ADMINISTRATION OFFICER: CLEANING/LAUNDRY SUPERVISOR) REF NO: HRM 14/2020**  
Directorate: Support Services
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07) (Plus Benefits)  
Sterkfontein Hospital
- DUTIES** : Grade 12 plus 3 years' experience in Cleaning and Laundry Supervision and a three year Tertiary qualification in Administration. Computer literacy or Certificate with practical knowledge of Microsoft programs (Word, Excel and Internet). Must possess the ability to plan, organize, supervise, inspect and evaluate work of subordinates. Knowledge of OHS and Infection Control.
- DUTIES** : Supervision of Cleaning and Laundry Departments. Ensure cleaning schedule and checklist are available and implemented. Ensure compliance to National Core Standard. Leave management. Oversee counting, sorting, disposal, ironing, packing, delivery and collecting of linen to and from the wards. Ensure the availability of clean linen in coordination with all other stakeholders. Visits all wards to assess stock levels. Attend meetings and give feedback. Knowledge of colour coding of laundry bags. Management of performance and development of staff. Make rounds and inspections to ensure that cleaning and laundry personnel are performing the required duties. Appropriate cleaning and laundry procedures are adhered to and quality control measures are continually maintained. Strengthen cleaning and laundry standards and infection control. Be actively involved in budgetary control and saving measures. Apply disciplinary measures when necessary. Order, receive and distribute stock, materials and equipment of both Cleaning and Laundry Departments. Be actively involved in budgetary control and saving measures. Take responsibility of Waste Management in collaboration with the Infection Control Officer. Recommends discipline and implements appropriate procedures. Perform any other duties delegated by the Supervisor or Manager.
- ENQUIRIES APPLICATIONS** : Mr. E. Mangwane Tel No: (011) 951-8392/98  
Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

**CLOSING DATE** : 13 November 2020 Time: 12H00

**POST 25/262** : **ADMIN OFFICER: FMU REF NO: HRM 19/2020 (X1 POST)**  
Directorate: Administration

**SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07) (Plus Benefits)  
: Sterkfontein Hospital  
: Grade 12 with a minimum of 5 years' experience in a Facility Department or Degree/Diploma in Facility/Building/Project Management with a minimum of 3 years' experience in Facility Management. Driver's Licence. Knowledge of PFMA, OHSA, GIAMA, and Government Policies which include SCM processes and any other prescripts. Knowledge of e-Maintenance System, Building Maintenance and Regulations. Computer skills, planning and organising skills, problem solving and coordinating skills. Supervision skills, Communication skills (written and verbal) and the ability to work under pressure.

**DUTIES** : Implement Policy guidelines, norms and Standards according to regulatory frameworks. Conduct Building Inspections. Ensure maintenance of statutory services. Manage onsite contractors and liaison with all stakeholders. Ensure equipment are fully functional i.e. Main Kitchen equipment, air conditioning, fire equipment and etc. Verify calls logged on E-maintenance System. Scrutinize/verify specifications from DID and report any findings to FMU Manager. Implement maintenance Policy. Order day to day maintenance material. Draft specifications for small works in accordance to client's request. Supervise staff and handle administration functions within the Unit inclusive of Grounds Division. Attend meetings, compile reports, motivations and submissions. Compile action plans for all FMU related findings.

**ENQUIRIES APPLICATIONS** : Mr. K. Modisane Tel No: (011) 951-8252  
: Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

**NOTE** : Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

**CLOSING DATE** : 13 November 2020 Time: 12H00

**POST 25/263** : **RISK MANAGEMENT OFFICER REF NO: HRM 18/2020 (X1 POST)**  
Directorate: Administration

**SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07) (Plus Benefits)  
: Sterkfontein Hospital  
: A relevant 3 years Tertiary Qualification: e.g. National Diploma or a BA Degree in Risk Management / Internal Audit / Financial Management. A Minimum of 3 years' experience in the Public Sector. Computer literacy. Skills and competency in communication (verbal and written) and interpersonal skills. Knowledge of Audit Environment, PFMA and Treasury Regulation, Corporate Governance, King III, minimum Information Security Standards (MISS) and other relevant regulations within the Public Sector is essential. Knowledge of Internal and external Audit practises. Ability to work under pressure and meet deadlines. Planning and organizational skills. Ability to liaise with staff at all levels within the organization and service delivery orientated. Driver's Licence.

**DUTIES** : Develop Risk Registers and monitor regular updating thereof. Facilitate the functions of Risk Management across functional business units. Conduct Risk Assessments to identify, describe and analyse with enterprise within the Hospital. Coordinate and facilitate the development of a Risk profile and Risk Management plans, monitor the implementation thereof and produce monthly reports. Develop process to facilitate the implementation of an Institutional wide Risk Management Policy and Strategy. Annually draft Risk Management Plans, Fraud Prevention Plans for approval by the Executive. Implement Risk Management, Fraud Prevention Plans for approval by the Executive. Implement Risk Management, Fraud and Corruption awareness Programmes throughout the Institution. Ensure establishment of an effective Institutional Risk Management Committee. Produce Risk Reports of high quality and present regularly to the Hospital EXCO. Conduct investigations and produce conclusive reports into reported irregularities on an ad-hoc basis.

**ENQUIRIES** : Mr. B.H. Shuping Tel No: (011) 951-8349

**APPLICATIONS** : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

**NOTE** : Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

**CLOSING DATE** : 13 November 2020 Time: 12H00

**POST 25/264** : **LOGISTIC OFFICER SUPPLY CHAIN MANAGEMENT REF NO: JUB25/2020**  
Directorate: Supply Chain

**SALARY CENTRE REQUIREMENTS** : R257 508 – R303 339 per annum (Plus Benefits)  
: Jubilee District Hospital  
: NQF Level 6/National diploma in SCM/Public admin or 3 – 5 years' experience in (SCM) demand, acquisition, stores and contract management. Knowledge and understanding of procurement policies PPPFA, BBBEE and treasury regulations. Highly motivate person working with SRM and SAP. Communication skills, computer literacy, verbal and writing skill. License will be added as an advantage.

**DUTIES** : The incumbent must ensure that demand plans are compiled and submitted on time to the central office. Ensure that quotes are sourced from the register vendors in the CSD system. Compile document for vetting purposes and compile the spreadsheet of all income and outgoing documents. Ensure to create the requisition in the system and ensure that follow-up for the creation of PO is done with HPC. Participate in the bi-annual stock take. Comply with the rotation if requested to do so.

**ENQUIRIES APPLICATIONS** : Mr Masuluke G Tel No: (012) 717 9487  
: documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

**NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General Information: Short-listed candidates must be available for interviews at a date and time determined by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

**CLOSING DATE** : 20 November 2020

**POST 25/265** : **ADMIN OFFICER SL7- PATIENT ADMINISTRATION REF NO: AO02-10-20**  
Directorate: Patient Administration

**SALARY CENTRE REQUIREMENTS** : R257 508 – R303 339 per annum (Level 07) (plus benefits)  
: Wits Oral Health Centre  
: Degree/Diploma in Public Administration/Management plus 5 years' experience in patient administration, or Grade 12 with 10 years' experience in Patient Administration. Min of 5 years or more experience in managing the patient administration records, registration of patients on PAAB, patient booking system, patient classification and billing. Experience in Patients record management will serve as an added advantage. The candidate should have extensive knowledge in aspects of all Patient Administration mandates that govern Patient Administration; UPFS, PFMA, PAIA, PAJA, Treasury Regulation, patient classification policy and procedure manual and other related prescripts. Must be Computer literate, have good verbal, writing communication skills and report writing and interpersonal skills. Ability to work under pressure in a multi-disciplinary environment be willing to work overtime.

**DUTIES** : Supervision of patient administration staff and manage PMDS of the section. Ensure accurate registration and classification of patients on PAAB system. Monthly compilation of statutory reports. Daily checking and reconciling of TPH31 register with file track and trace register. Monitor files issued out to staff, students and clinicians. Management and monitor movement of patient's files sent to billing section. Daily booking of specialized services for clinicians.

		Manage booking sheets and staff allocation. Perform other additional duties delegated by manager.
<b><u>ENQUIRIES</u></b>	:	Mr B Ramoleta Tel No: (011) 481 2097
<b><u>APPLICATIONS</u></b>	:	Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown or apply online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> . No faxed /E-mailed applications will be accepted.
<b><u>FOR ATTENTION</u></b>	:	Mr. P.F Monama Tel No: (011) 481- 2099 <a href="mailto:Pulankana.Monama@gauteng.gov.za">Pulankana.Monama@gauteng.gov.za</a>
<b><u>NOTE</u></b>	:	Applicants to attach certified copies of all the necessary documents (qualifications/certificates) to the application including a valid identity document (date of certification not older than six (6) months), CV with minimum of at least three (3) referees and relevant certificates. Applications without proof of the necessary documents will be disqualified.
<b><u>CLOSING DATE</u></b>	:	13 November 2020
<b><u>POST 25/266</u></b>	:	<b><u>CASE MANAGER REF NO: CASMAN/HEID/015/2020</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R256 905 per annum plus benefits Grade 2: R315 963 per annum plus benefits Grade 3: R383 226 per annum plus benefits
<b><u>CENTRE</u></b>	:	Heidelberg Hospital
<b><u>REQUIREMENTS</u></b>	:	<b>Grade 1:</b> No experience. Basic qualification accredited with the SANC in terms of Government Notice 425 diploma/degree in nursing or equivalent qualification that allows registration with the SANC as a professional nurse. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Basic qualification accredited with the SANC in terms of Government Notice 425 diploma / degree in nursing or equivalent qualification that allows registration with the SANC as a professional nurse. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Basic qualification accredited with the SANC in terms of Government Notice 425 diploma / degree in nursing or equivalent qualification that allows registration with the SANC as a professional nurse. A health related diploma or degree registerable with the Professional body (SANC/HPCSA). 2-4 years recognisable clinical experience and be familiar with the standard procedures and practices in the health Care System and be able to use critical thinking skills to make ethical decisions. Knowledge of medical billing and Procedures. Experienced in ICD 10 coding and ability to link patient diagnosis with procedural codes. Good Knowledge of UPFS. Ability to work with excel spreadsheets, Microsoft word and web-based programmes (medical aids). Excellent communication skills.
<b><u>DUTIES</u></b>	:	Responsible for confirmation/authorisation of medical aid patients telephonically/online for all admissions and outpatient's consultations, of all private and externally funded patients within 36 hours of admission/accessing Medical care within the facility. Ensure accurate ICD 10 coding and prescribed minimum benefits (PMB) applications to minimize claim rejections. Visit wards daily to check/identify private, foreign and medical aid patients in all business units. Responsible for filling in of charge sheet to charge all services rendered to patients and assist Billing clerks to raise correct claim rand amount towards revenue collection. Be able to bill medical aid patients. Audit all claims for ICD 10 coding and UPFS accuracy before submitted for payments. Submit monthly statistics report on Hospital ICD 10 coding. Manage insurance and accidents claims. Assist with discharge planning or the management of patient care in the units. Assist in reducing re-admissions and weighing the necessity of medical treatment. Monitor and analyse budget variances and be able to develop strategies to address variances. Ability to act as liaison between the patient, their families and the health care personnel to ensure that the necessary care is provided effectively. Ensure safekeeping of patient records. Be able to gather data, prepare and compile reports to ensure appropriate services and client's activities tracking system in relation to care plan.
<b><u>ENQUIRIES</u></b>	:	Ms. M. Adoons Tel No: (016) 341 1100
<b><u>APPLICATIONS</u></b>	:	must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Applications should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.

**CLOSING DATE** : 13 November 2020

**POST 25/267** : **PROFESSIONAL NURSE REF NO: TDHS/A/2020/93 (X16 POSTS)**  
Directorate: Nursing

**SALARY** : Grade 1 R256 905 – R362 865 per annum  
Grade 2 R315 963 – 362 865 per annum (Plus Benefits)

**CENTRE** : Tshwane Health District – Refentse CHC

**REQUIREMENTS** : Matric/Grade12 and Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse, with proof of current registration. Other Skills: Experience of working in a primary health care setting will be an advantage. Candidate must be willing to work shifts (Day and night) including holidays.

**DUTIES** : Overall provision of quality and patient-centered care as follows: Demonstrate an understanding of nursing legislation and related frameworks. Render comprehensive clinical nursing care across the sphere of Primary Health Care as determined by the health facility. Display a concern for patients promoting, advocating proper treatment and care including awareness and willingness to respond to patient's needs. Maintain own professional growth and ethical standards. Ensure and oversee the effective and efficient utilisation of resources. Ensure the implementation of the regulated regulated norms and standards, and Batho Pele principles and Ideal Health Facility Realisation. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required.

**ENQUIRIES** : Mr SR Makua Tel No: (079) 872 6077 (Monday to Friday; during working hours only)

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

**NOTE** : Applications must be completed fully on a signed Z83 form, accompanied by a CV and Certified. Copies of all required documents must be attached. Certification must not be older than 3 months and no copy of a copy.

**CLOSING DATE** : 13 November 2020

**POST 25/268** : **PROFESSIONAL NURSES GRADE1 REF NO: ODI/21/10/2020/02 (X3 POSTS)**

**SALARY** : R256 905 per annum (plus benefits)

**CENTRE** : Odi District Hospital

**REQUIREMENTS** : Basic R425 qualification Diploma/Degree in Nursing or equivalent qualifications that allows registration with SANC as a professional nurse, proof of current registration with SANC as Professional Nurse. No experience needed, and Diploma in Midwifery will be and added as an advantage. Knowledge of relevant legal frame works and infection prevention and control measures, knowledge of nursing care processes and procedures , good ethical practice and caring attitude. Knowledge and practice of nursing values.

**DUTIES** : Ensure provision of effective and efficient patient care through adequate nursing care to demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as a part of multidisciplinary team to ensure quality nursing care. Work effectively, cooperatively amicably with persons of diverse intellectual, cultural, racial or religious difference. Ability to plan & organise own work and that of support personnel to ensure proper nursing care. The officer should display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients need, requirements and expectations (Batho Pele Principles)

**ENQUIRIES** : Mrs. EP Ntsie Tel. No: (012) 725 2304/2312

**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 certified copies allowed. Certified copies should not be more than six months old.

**CLOSING DATE** : 20 November 2020

<b><u>POST 25/269</u></b>	:	<b><u>PHARMACIST ASSISTANT (POST BASIC) REF NO: PHARM/HEID/23/2020 (X2 POSTS)</u></b> Directorate: Clinical
<b><u>SALARY</u></b>	:	Grade 1: R208 383 per annum (plus benefits) Grade 2: R241 839 per annum Grade 3: R262 068 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Heidelberg Hospital Qualification: <b>Grade 1:</b> Registration with the SAPC as Pharmacist Assistant (Post basic) plus Post-Basic Pharmacist Assistant qualification that allows registration with the SPC as Pharmacist Assistant (Post Basic). <b>Grade 2:</b> A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC plus Post-Basic Pharmacist Assistant qualification that allows registration with the SPC as Pharmacist Assistant (Post Basic). <b>Grade 3:</b> A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) With The SAPC Plus Post-Basic Pharmacist Assistant qualification that allows registration with the SPC as Pharmacist Assistant (Post Basic). Knowledge of Batho Pele Principles, Knowledge of Six Health Priorities, Good communication skills (verbal and written), Good interpersonal skills, Administrative skills e.g. filing and record-keeping, Calculation skills, Computer skills, Good interpersonal skills, Time management skills. Knowledge of the relevant sections of the Pharmacy and Medicine Legislations.
<b><u>DUTIES</u></b>	:	Provide a quality cost effective pharmaceutical service; Reading and preparation of prescriptions; Accurate and appropriate labelling of medicines; Dispensing of medicines under direct supervision of a Pharmacist; Stock control; Participate in the continuous professional development; Adherence to Good Pharmacy Practice; Adherence to the Code of Conduct of Pharmaceutical Professionals; Adherence to the Code of Conduct of Public Servants; Provision of information to individuals in order to promote public health practices; Team player and be able to meet set deadlines. Recording, filing and reporting on work performances; Ensuring compliance and adherence to proper waste management and infection control principles.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. B. Mtetwa Tel No: (016) 341 1100 must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Applications should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.
<b><u>CLOSING DATE</u></b>	:	13 November 2020
<b><u>POST 25/270</u></b>	:	<b><u>PHARMACIST ASSISTANT (POST BASIC) REF NO: TDHS/A/2020/77 (X1 POST)</u></b> Directorate: Pharmacy
<b><u>SALARY</u></b>	:	Grade 1: R208 383 – R234 738 per annum
<b><u>CENTRE</u></b>	:	Tshwane District Health Services (Boekenhout CHC)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification, appropriate Post-Basic Pharmacist Assistant qualification that allows for registration with the SAPC as a Pharmacist Assistant (Post-Basic) Registration with the South African Pharmacy Council (SAPC) as a Post-Basic Pharmacist Assistant. Proof of payment for current annual registration. At least 3 years appropriate experience as Pharmacist Assistant (Post-basic). Other Skills / Requirements: Self-discipline, knowledge if relevant legislation, regulations, policies, implementation and information management, quality assurance and improvement programmes. Leadership, communication skill (verbal and written). Problem solving, computer literacy, stress tolerance, self-confidence, objectiveness and empathy. Acquaintance with standard operating procedures and primary healthcare standard treatment guidelines.
<b><u>DUTIES</u></b>	:	Order, Receive and record all stock from regional pharmacy. Management of stock in accordance with the pharmacy SOP's and filling of stock cards. Undertake stock counts and report stock levels to on the electronic systems as required. Provide information to management. Participate in bi-annual stock take. Work under direct/ indirect supervision of a Pharmacist. Dispense medication to patients according to guidelines.
<b><u>ENQUIRIES</u></b>	:	Ms. Michelle Haines Tel No: (012) 356 9200

- APPLICATIONS** : Applications must be submitted at Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on a signed Z83 form (application form) obtainable from any Public Service Department with the correct reference number. Certified copies of ID and all required documents must be attached. No copy of a copy. Failure to submit all the required documents will result in the application not being considered.
- CLOSING DATE** : 13 November 2020
- POST 25/271** : **PHARMACIST ASSISTANT POST BASIC) REF NO: TDHS/A/2020/44 (X5 POSTS)**  
 Directorate: Pharmacy  
 Re-Advertisement: People who previously applied are encouraged to re-apply.
- SALARY** : Grade 1: R208 383 – R234 738 per annum (Plus benefits)
- CENTRE** : Tshwane Health District –Refentse CHC
- REQUIREMENTS** : Grade 12 or equivalent qualification, appropriate Post-Basic Pharmacist Assistant qualification that allows for registration with the SAPC as a Pharmacist Assistant (Post-Basic) Registration with the South African Pharmacy Council (SAPC) as a Post-Basic Pharmacist Assistant. Proof of payment for current annual registration. At least 3 years appropriate experience as Pharmacist Assistant (Post-basic).
- DUTIES** : Order, Receive and record all stock from regional pharmacy. Management of stock in accordance with the pharmacy SOP's and filling of stock cards. Undertake stock counts and report stock levels to on the electronic systems as required. Provide information to management. Participate in bi-annual stock take. Work under direct/ indirect supervision of a Pharmacist. Dispense medication to patients according to guidelines.
- ENQUIRIES** : Ms M Haines Tel No: (071) 679 0059 (Monday to Friday; during working hours only)
- APPLICATIONS** : Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0001.
- NOTE** : Applications must be completed fully on a signed Z83 form, accompanied by a CV and Certified. Copies of all required documents must be attached. Certification must not be older than 3 months and no copy of a copy.
- CLOSING DATE** : 13 November 2020
- POST 25/272** : **POST BASIC PHARMACIST ASSISTANT (X1 POST)**  
 Directorate: Pharmacy
- SALARY** : Grade 1: R208 383 - R234 738 per annum  
 Grade 2: R241 839 - R256 686 per annum  
 Grade 3: R262 068 – R299 658 per annum
- CENTRE** : Far East Rand Hospital
- REQUIREMENTS** : Post Basic Assistant qualification or equivalent. Registration with the SA Pharmacy Council as a Pharmacist Assistant (Post Basic). Computer literate and knowledge of the Rx solution dispensing system. Minimum two-year experience will be an advantage. Basic communication and interpersonal skills. Basic knowledge of pharmaceutical processes, knowledge of relevant legislations and policies, record keeping and basic knowledge of drug supply management. Work effectively as part of a team. High level of personal integrity, passion and commitment to the profession. A valid South African ID/ and valid passport.
- DUTIES** : The incumbent of the post will work under direct/ indirect supervision of a Pharmacist. The preparation of prescriptions and dispensing of the medicine to patients following the interpretation and evaluation of the prescription by a pharmacist. The provision of instructions regarding the correct use of medicine supplied. Provision of information to patients in order to promote health. Assist with the re- packaging of medicine, compounding and preparation of non-sterile medicine according to a formula and standard operating procedure approved by the responsible pharmacist. Appropriate management of pharmaceutical items in order to prevent fruitless and wasteful expenditure. Assist with the ordering, receiving and distribution of pharmaceuticals. Distribution of pharmaceutical to wards, departments, theatre, clinics and other outlets. Assist with general housekeeping and administrative tasks in the



pharmacy as specified by the responsible pharmacist. Address Pharmacovigilance.

**ENQUIRIES APPLICATIONS** : Ms P Makamu Tel No: (011) 812 8374

: Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00am to 15h00pm.

**NOTE** : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, financial information and criminal record check.

**CLOSING DATE** : 13 November 2020

**POST 25/273** : **DENTAL ASSISTANT GRADE 2 (CONTROLLER) REF NO: DA04-10-20**  
Directorate: Poly Clinics

**SALARY CENTRE REQUIREMENTS** : R198 396 per annum (plus benefits)  
: Wits Oral Health Centre  
: Appropriate qualification that allows registration with the HPCSA as Dental Assistant. Registration with the HPCSA as a Dental Assistant, proof of current registration. Minimum of 10 years working experience in the public service and must have managerial and supervisory skills. Ability to work independently. Knowledge of infection prevention and control and sterilization of equipment. Good interpersonal and communication skills. Be able to work under pressure. Be willing to work overtime when required to. Basic computer literacy.

**DUTIES** : Manage Poly Clinic. Control and manage ordering of stock in the clinic and responsible for stock taking. Supervise staff in the performance of daily responsibilities including leave and PMDS. Perform all administrative duties in Poly Clinic including HR matters and staff allocation for core and overtime hours. Responsible for managing the unit, dental instruments, equipment and materials. Ensure compliance of Infection prevention and control and OHS in the unit. Compilation of reports. Perform other additional duties delegated by manager.

**ENQUIRIES APPLICATIONS** : Dr T. Mohlala- [tlou.mohlala@wits.ac.za](mailto:tlou.mohlala@wits.ac.za)  
: Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za). No faxed /E-mailed applications will be accepted.

**FOR ATTENTION** : Mr. P.F Monama Tel No: (011) 481- 2099  
Pulankana.Monama@gauteng.gov.za

**NOTE** : Applicants to attach certified copies of all the necessary documents (qualifications) to the application including a valid identity document (date of certification not older than six (6) months), CV with minimum of at least three (3) referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.

**CLOSING DATE** : 13 November 2020

**POST 25/274** : **SECRETARY TO THE NURSING MANAGEMENT UNIT REF NO: JUB23/2020**  
Directorate: Nursing

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Plus Benefits)  
: Jubilee District Hospital  
: Grade 12 certificate; Computer Literacy Certificate; Experience in the use of the computers. Good telephone etiquette; Good communication; interpersonal; minutes taking skills. Ability to manage the manager's diaries; ability to network and manage information. Ability to work under pressure. Confidentiality. Ability to practice Batho Pele Principles.

- DUTIES** : Provision of secretarial support to the Nursing Management Unit. Logistical support. Safe keeping of records and documents. Provision of administration support.
- ENQUIRIES** : Ms T Khuvutlu-Ngwenya Tel No: (012) 717 9441
- APPLICATIONS** : Documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General Information: Short-listed candidates must be available for interviews at a date and time determined by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 20 November 2020
- POST 25/275** : **HUMAN RESOURCE CLERK REF NO: HRC05-10-20**  
Directorate: Administration
- SALARY** : R173 703 per annum (Level 05) per annum plus benefits
- CENTRE** : Wits Oral Health Centre
- REQUIREMENTS** : Degree/Diploma in HRM with 1 year experience or equivalent to Grade 12 with 3 years relevant experience in Human Resource in Public Service. Knowledge of PERSAL. Good understanding of HR policies and regulation prescripts (EEA, PSA, PSR, LRA). Good communication and report writing skills. Able to work under pressure.
- DUTIES** : The incumbent will be expected to attend to HR related queries including leave, remunerations, allowances and other service benefits. Processing and submissions of Human Resource mandates to e-Government as required. Capture leave and PMDS information on Persal. Manage conditions of services. Assist with management of Human Resource administration: recruitment and selections, appointments, service terminations, transfers, promotions, salary and payroll administration and other additional duties. Assist with PILIR management and reports. Compile reports on RWOPS and Statutory compliance. Handling of overtime and periodical claims. Reports to HR Manager.
- ENQUIRIES** : HR Manager- Mr. P.F Monama Tel No: (011) 481- 2099  
[Pulankana.Monama@gauteng.gov.za](mailto:Pulankana.Monama@gauteng.gov.za)
- APPLICATIONS** : Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown.
- NOTE** : Applicants to attach certified copies (date of certification not older than six (6) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant certificates. Applications without proof of the necessary documents will be disqualified.No faxed /E-mailed applications will be accepted.
- CLOSING DATE** : 13 November 2020
- POST 25/276** : **ADMINISTRATION CLERK (ACQUISITION) REF NO: 08/2020 (X1 POST)**  
Directorate: Procurement
- SALARY** : R173 703 per annum (plus benefits)
- CENTRE** : Kopanong Hospital
- REQUIREMENTS** : Grade 12 or equivalent. 1-2 years' experience in Acquisition will be an advantage. Know the demand plan. Computer competency skills (MS Word, Excel, PowerPoint and Internet). Knowledge of the following systems will also be advantageous; SAP and SRM. Know procurement processes, Supply Chain Management policies, PFMA, PPPFA, BBBEE, Treasury Regulations and Batho-Pele principles. Good communication skills both verbal and written. Be able to work under pressure.

**DUTIES** : Preform RFQ process. Create requisition on SRM. Assist in preparing requisitions. For vetting committee meeting. Proper tracking of requisitions. Make follow up with HPC with regards to creation of purchase order. Compile weekly procurement reports. Attend to internal and external queries. Be analytic and innovative in executing tasks allocated. Maintain confidentiality at all times.

**ENQUIRIES** : MS K Sello Tel No: (016) 428 7036

**APPLICATIONS** : To: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

**NOTE** : Fully completed Z83, CV, certified copies of ID and qualifications not Older than six Months must be submitted People with Disabilities Are Encouraged to Apply. If you did not hear from us within three months please consider your application unsuccessful. Pre-employment Screening will be conducted to successful candidates.

**CLOSING DATE** : 13 November 2020

**POST 25/277** : **PERSONAL ASSISTANT REF NO: PA/10/2020**

**SALARY** : R173 703 per annum (plus benefits)

**CENTRE** : Rahima Moosa Nursing Campus

**REQUIREMENTS** : A grade 12 certificate with 1-2 years' experience as secretary or Personal Assistant. A Diploma in Secretariat or /Office administration will be added an advantage. Knowledge of relevant legislation and policies, e.g. Code of Conduct, Public Service Act and Public Service Regulations. Knowledge of Batho Pele principles. Good verbal and written communication skills. Proof of Computer literacy (MS Word, Excel and Power Point) with good typing skills.

**DUTIES** : Provide secretarial support service to the Campus Head. Making and receiving telephone calls, typing of letters/documents, memos and taking accurate minutes. Managing the diaries of responsible manager(s). Plan and organize meetings. Plan, organize and manage events. Ensure office is equipped with necessary needs and stationery. Manage enquiries. Develop and implement an efficient filing system. Writing reports. Provide support to the Campus Head during meetings. Perform secretariat services during meetings. Set-up and maintain a system in the office that will contribute towards improving efficiency in the office. Use filing plan for Campus Head records.

**ENQUIRIES** : Mr. J Machaba Tel No: (011) 247- 3303-3300 Mr A.T Tsoke Tel No: 011 247 247 3321

**APPLICATIONS** : All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Rahima Moosa Nursing College, Private Bag x 116, Melville, 2109 Human Resource Department.

**NOTE** : All applications must be submitted with z83 form cv and certified copied, State all your competencies, training and knowledge in your C.V. Certification stamp must not be over six (6) months on the day of submitting the application. Driver's license and smart card must be on copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered

**CLOSING DATE** : 13 November 2020

**POST 25/278** : **ENROLLED NURSES (X9 POSTS)**  
Directorate: Nursing

**SALARY** : Grade 1: R171 381 – R192 879 per annum  
Grade 2: R204 627 – R230 307 per annum  
Grade 3: R242 166 – R297 825 per annum

**CENTRE** : Far East Rand Hospital

**REQUIREMENTS** : Enrolled nurse with or without experience. Enrolment with the South African Nursing Council and valid SANC Receipt. Valid South African ID/ and valid Passport.

- DUTIES** : The incumbent will work under the direct supervision of the professional nurse in his/ her area of allocation. The supervision of nursing according to the scope of practice of nurses for his/her category will be his/her responsibility. Adherence to the principles of nursing practice according to the scope of practice, all quality assurance standards as well as set rules and standards of nursing in his/ her area.
- ENQUIRIES APPLICATIONS** : Ms K Tinghisi Tel No: (011) 812 8313
- APPLICATIONS** : Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00am to 15h00pm.
- NOTE** : A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Shortlisted candidates will be subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed. No faxed or emailed application will be considered.
- CLOSING DATE** : 13 November 2020
- POST 25/279** : **ENROLLED NURSES GRADE 1 REF NO: ODI/21/10/2020/03 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R171 381 per annum (plus benefits)  
: Odi District Hospital  
: Qualifications that allows registration with SANC as a Staff Nurse, proof of current registration with SANC as Staff Nurse. No experience needed. Knowledge of relevant legal frameworks and ethical practices. Understanding of infection and prevention control measures. Good interpersonal and communication skills. Knowledge of nursing processes and procedures.
- DUTIES** : The officer be able to demonstrate basic communication with patients, supervisors, and other clinicians, including report writing when required. Work as a part of multidisciplinary team to ensure quality nursing care. Work effectively, cooperatively amicably with persons of diverse intellectual, cultural, racial or religious difference. Ability to plan & organise own work and that of support personnel to ensure proper nursing care. The officer should display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients need, requirements and expectations (Batho Pele Principles). Work in accordance with nursing legislation and related legal and ethical nursing practice. Perform a basic clinic nursing practices in accordance with scope of practice of a staff nurse. Practice of infection and prevention control measures.
- ENQUIRIES APPLICATIONS** : Mrs. EP Ntsie Tel No: (012) 725 2304/2312  
: 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 certified copies allowed). Certified copies should not be more that than six months old.
- CLOSING DATE** : 20 November 2020
- POST 25/280** : **SOCIAL AUXILIARY WORKER (SAW) (X1 POST)**  
: Directorate: Allied
- SALARY** : Grade 1: R148 215 – R166 830 per annum  
: Grade 2: R176 982 – R199 188 per annum  
: Grade 3: R211 323 – R265 320 per annum
- CENTRE REQUIREMENTS** : Far East Rand Hospital  
: Grade 12. Computer literacy will be an added advantage. Social Auxiliary worker certificate. 1- 9 Years' experience as social auxiliary worker. Administration- Record keeping. Registration with South African Council for

- Social Service Profession (SACSSP) as SAW with annual proof of payment. Good communication and problem solving skills. Flexible and adapt to change. Be able to work within multidisciplinary team.
- DUTIES** : Trace families. Placement of patients. Assist with the application of identity documents and social grants prior placement. Administration: update registers, office filling, making copies, keep precise records and compile accurate reports. Assist Social Workers with Research. Assist Social Workers with groups/ community outreach/ awareness days. Filling of patients progress reports. Assist the Social Worker with exploration of possible and available facilities for placement. Keep abreast with information regarding social grants and pensions. Compile and keep an updated data base of different SASSA office and other relevant stakeholders. Submit monthly report. Participate in Audit. Keep abreast with new developments in the social work and social services field.eg attend meeting, workshops/ trainings etc. Adherence to department code of ethics and standards operating procedure (SOP).
- ENQUIRIES APPLICATIONS** : Dr Shezi Tel No: (011) 812 8546
- NOTE** : Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00am to 15h00pm.
- Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Shortlisted candidates will be subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed. No faxed or emailed application will be considered.
- CLOSING DATE** : 13 November 2020
- POST 25/281** : **FOOD SERVICE SUPERVISOR REF NO: STDH/00031 (X1 POST)**  
Directorate: Admin & Support
- SALARY CENTRE REQUIREMENTS** : R145 281 – R171 138 per annum plus benefits  
Sizwe Tropical Disease Hospital  
Grade 12 certificate, food and beverage certificate or National Diploma in Food service. Must have 3- 5 years food service experience in a hospital environment or other large scale food service experience. Must be computer literate. Have good verbal and written communication skills. Be able to work under pressure, work on weekends and public holidays.
- DUTIES** : Responsible for supervising all activities in the foodservice including Food service aids on production for normal and therapeutic diets, distribution and serving in the wards and Food service. Ensure that hygiene and safety measures applied, ensure that equipment is in good working order and is maintained. Responsible for ordering, receiving, storage, stock control and stock taking. Responsible for PMDS process, discipline and motivate Foodservice Aids. Responsible for general relevant administration.
- ENQUIRIES APPLICATIONS** : Ms P Thwala Tel No: (011) 531 - 4346  
Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.
- NOTE** : To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than six months, A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
- CLOSING DATE** : 13 November 2020

<b><u>POST 25/282</u></b>	:	<b><u>ENROLLED NURSING AUXILIARY GRADE1 REF NO: 014/2020: TDH (X2 POSTS)</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	R132 525 - R149 163 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane District Hospital
<b><u>REQUIREMENTS</u></b>	:	Qualification that allows registration with SANC as a Nursing Assistant. Candidate must have current registration receipt as a Nursing assistant. Candidate must have elementary communication and writing skills. Be able to function as part of the team.
<b><u>DUTIES</u></b>	:	Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant facility. Demonstrate elementary communication with patients, supervisors and other clinicians. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, cooperatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patient's needs, requirements and expectations.
<b><u>ENQUIRIES</u></b>	:	Mr. Frank Budzwa Tel No: (012) 354 – 7600
<b><u>APPLICATIONS</u></b>	:	Applications to be submitted at HR: Tshwane District Hospital, Private Bag X179, Pretoria , 0001 OR hand deliver to HR department Cnr Dr Savage and Steve Biko Road, Pretoria.
<b><u>NOTE</u></b>	:	The following documents must be submitted-Application for Employment Form (Z83) which is obtained from any Government Department or from website <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> . Fully completed Z83 updated CV, certified copy of ID, grade12 certificate, proof of registration and qualifications not older than six months not copies of certified copies. The reference number must be indicated in the column provided on the form Z83.NB Failure to comply with above instruction will disqualify applications. Suitable candidate will be subjected to Occupational Health & Safety (OHS) Medical surveillance as required. If you did not hear from us within three months, please consider your application unsuccessful. 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.
<b><u>CLOSING DATE</u></b>	:	13November 2020
<b><u>POST 25/283</u></b>	:	<b><u>ENROLLED NURSE AUXILIARIES (X2 POSTS)</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	Grade 1: R132 525 - R149 163 per annum Grade 2: R156 846 - R176 526 per annum Grade 3: R187 263 - R230 307 per annum
<b><u>CENTRE</u></b>	:	Far East Rand Hospital
<b><u>REQUIREMENTS</u></b>	:	Enrolled nurses with or without experience. Enrolment with the South African Nursing Council and have valid SANC Receipt. Valid South African ID/ and valid passport.
<b><u>DUTIES</u></b>	:	The incumbent will work under direct supervision of the professional nurse in his/ her area of allocation. The provision of nursing care according to the scope of practice of nurses for his/her category will be his her responsibility. Adherence to the principles of nursing practice according to the scope of practice, all quality assurance standards as well as set rules and standards of nursing in his/ her area.
<b><u>ENQUIRIES</u></b>	:	Ms K Tinghiti Tel No: (011) 812 8313
<b><u>APPLICATIONS</u></b>	:	Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs between 08h00am to 15h00pm.
<b><u>NOTE</u></b>	:	Applications must be submitted on Z83 form, CV, certified Copies ID, Qualifications and service certificates to be attached (For OSD posts). A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng

Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Shortlisted candidates will be subjected to a physical interview and practical skills assessment. No telephonic interview will be allowed. No faxed or emailed application will be considered.

- CLOSING DATE** : 13 November 2020
- POST 25/284** : **SPECIALIZED AUXILIARY SERVICE ASSISTANT REF NO: SBAH 67/2020**  
Directorate: Occupational Therapy
- SALARY CENTRE REQUIREMENTS** : R122 595 per annum plus benefits  
: Steve Biko Academic Hospital  
: Grade 12. Good verbal and written communication skills. Must be able to communicate within the South African official languages (multi-lingual). Ability to work in an acute and changing environment. Must be a good team player. Must be flexible and be able to organize and manage your time effectively. Must be open for learning new skills to execute daily tasks and duties effectively. Basic computer skills will be to your advantage.
- DUTIES** : To assist in administration and general operational tasks of the Occupational Therapy Department. To assist in the ordering and collecting of goods for the OT Department. Department. To assist with cleaning OT equipment and tools used in treating patients. Translating for Occupational Therapists when there are language barriers.
- ENQUIRIES APPLICATIONS** : Mr. T. Ncwane Tel No: (012) 354 1665  
: 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 representation in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 13 November 2020
- POST 25/285** : **CLEANER REF NO: CL06-10-20**  
Directorate: Support Services
- SALARY CENTRE REQUIREMENTS** : R102 534 per annum (Level 02) per annum, plus benefits  
: Wits Oral Health Centre  
: Grade 12 certificate. Minimum of 2 years working experience as a cleaner in a health facility/environment. Good verbal and written communication skills, good interpersonal skills and be productive. Knowledge of OHS, Infection Control and Waste Management. Ability to read and write. Ability to work under pressure. Be able to work in a team.
- DUTIES** : The incumbent will be expected to clean all designated areas such as windows, walls basins, sinks, lockers, kitchen and bathroom. Sweep, mop and polish all floors and designated areas in the institution. Provide routine general work and compliance services. Open windows every day for hygienic and infection control purpose. Damp and dry dusting. Emptying of dustbins in all designated areas in the institution. Periodically assess and update toilets cleaning checklist in line with set hygienic standards, request and replace toilet paper/towels and hand soap. Remove and store waste in the designated areas. Report safety and hazardous treats in the environment. Provide routine maintenance services. Clean and take proper care of cleaning equipment, store and safe guard cleaning materials and equipment. Report electrical or mechanical malfunction of cleaning machines and other related equipment.
- ENQUIRIES APPLICATIONS** : HR Manager- Mr. P.F Monama Tel No: (011) 481- 2099  
Pulankana.Monama@gauteng.gov.za  
: Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed /E-mailed applications will be accepted.
- NOTE** : Applicants to attach certified copies (date of certification not older than six (6) months) of all the necessary documents (qualifications) to the application including a valid identity document, CV with at least three (3) referees, relevant

certificates. Applications without proof of the necessary documents will be disqualified.

**CLOSING DATE** : 13 November 2020

**POST 25/286** : **LINEN ROOM ASSISTANT REF NO: 2020/07 (X1 POST)**  
Directorate: Patient Activity

**SALARY** : R102 534 per annum (plus benefits)

**CENTRE** : Kopanong Hospital

**REQUIREMENTS** : Abet or Grade 7/8 or equivalent. Be Able to work under pressure and to work shifts, including Weekends. Laundry experience will be an advantage.

**DUTIES** : Collect soiled linen from the wards and out-patient departments daily. Deliver clean linen back to respective Destinations daily. Packing, unpacking and counting of soiled and clean linen daily. Sluice soiled linen daily. Pack the Linen items accordingly on the shelves. Wash small linen items. Participate in stock count. Clean the whole Linen Room. Adhere to requirements or changes from internally or externally. Adhere to all instructions from Supervisors.

**ENQUIRIES** : MS LP Phaswana Tel No: (016) 428-7111

**APPLICATIONS** : Submitted to: Kopanong Hospital, 2 Casino Road, Duncanville, HR office, or posted to P/bag x031, Vereeniging, 1930.

**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 candidates. If you did not hear from us within three months please consider your application unsuccessful.

**CLOSING DATE** : 13 November 2020

**POST 25/287** : **PROPERTY CARETAKER REF NO: STDH/00032 (X3 POSTS)**  
Directorate: Admin & Support

**SALARY** : R102 534 – R120 780 per annum plus benefits

**CENTRE** : Sizwe Tropical Disease Hospital

**REQUIREMENTS** : Abet level 4/Grade 10 school report. A valid driver's license, grade 12 certificate, garden experience and horticulture certificate will be an added advantage. Have good communication skills and ability to work as a team and under stressful conditions.

**DUTIES** : Collect general and medical waste, empty dustbins, mow the grass, apply insecticides, remove weeds, prune and trim the flowers and trees, cleaning of machines and tools after use, Loading and off-loading of furniture. Cleaning of storm water channels and gutters. Keep equipment and tools safe. Perform pest control in all departments. Communicate with all stakeholders, Adhered to infection control. To carry lawful instructions given by an authorized person.

**ENQUIRIES** : Ms CT Mtsweni Tel No: (011) 531 - 4378

**APPLICATIONS** : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham

**NOTE** : To be submitted on a completed and signed Z83 form, certified copies of qualifications and ID not older than three months, A detailed Curriculum Vitae (CV) with two or more references. Applicants must indicate the department for which they are applying for. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

**CLOSING DATE** : 13 November 2020

**POST 25/288** : **MEDICAL OFFICER; SESSIONAL REF NO: TDHS/A/2020/92 (X4 POSTS)**  
Directorate: Medical

**SALARY** : Hourly rate of R395.00 - R524.00 (Depending on Experience)

**CENTRE** : Tshwane Health District- Refentse CHC

**REQUIREMENTS** : Appropriate qualification that allows registration with HPCSA as Medical Practitioner. Registration with the HPCSA as a Medical Practitioner and proof of current registration. No experience after registering with HPCSA as a Medical Practitioner.

**DUTIES** : Use of clinical algorithms as per PC101 Clinical Guidelines for the management of communicable & non-communicable diseases. Management of other minor ailments, Respond and manage all presenting emergencies. Managing the health of women and children, including reproductive health



services. Provision of rehabilitative services such as adherence to referral protocols to all relevant points of service delivery including community-based rehabilitation services, CHC, district hospital and levels above: assessment and recommendations of disability grant applications; provision of essential consumables including spinal packs to person with disabilities and information to patients, families, caregivers about rehabilitation services. Give in-service training and support to health care professionals as the case may be employed in the health facility. Ensure compliance with the Essential Medicine List (EML). Attend to victims and perpetrators of crime such as, inter alia, sexual offences, assault, drunken and negligent driving, etc. and any other Medico Legal Services required by the South African Police Services (SAPS). Complete documentation, as required by the SAPS in terms of above mentioned Medico Legal matter, including giving testimony in court. Compliance with clinical governance requirements, such as appropriate record keeping and referral. GPs shall be required to attend training and orientation (especially as it relates to new guidelines).

- ENQUIRIES** : Dr SL Phoshoko Tel No: (012) 451 9224 / 5  
**APPLICATIONS** : Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lillian Ngoyi Streets, Pretoria, 0002  
**NOTE** : Applications must be completed fully on a signed Z83 form, accompanied by a CV and Certified. Copies of all required documents must be attached. Certification must not be older than 3 months and no copy of a copy  
**CLOSING DATE** : 13 November 2020

#### **DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)**

- CLOSING DATE** : 13 November 2020. No late applications will be considered.  
**NOTE** : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

#### **OTHER POSTS**

- POST 25/289** : **DEPUTY DIRECTOR: PROGRAMME MANAGER REF NO: REFS/006962 (X2 POSTS)**  
 (12 months contract)  
**SALARY** : R733 257 per annum (plus 37% in lieu of benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A relevant Degree/Level 7 Qualification in Project Management or Equivalent; with minimum 4 years' experience in project coordination of which 2 years in middle management level. Experience in Social Facilitation (Resolving Community/ and Contractor performance issues). A Valid Driver's license. Communication, Scheduling, Risk Management, Critical Thinking, Cost Management, Task Management, Report Writing, Presentation, Negotiation and High Coordination skills . Audit exposure will be added as an advantage.  
**DUTIES** : Coordinate project priorities and resources between multiple projects. Audit of project performance and ensure completeness of project information. Prepare and update project plans and status reports. Provide update on URP stakeholders. Coordinate cross functional meetings and ensure updated reporting matrix. Ensure projects are delivered in line with project

		implementation standards/departmental Standard Operating Procedure. Monitor performance and report weekly/ monthly to the Director: Programme management. Participate in the Unit's planning sessions/meetings/developmental activities. Manage contractor/professional team performance.
<b><u>ENQUIRIES</u></b>	:	Ms A Mogaswa Tel No: (072) 313 8052
<b><u>APPLICATIONS</u></b>	:	Please apply online at <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a>
<b><u>POST 25/290</u></b>	:	<b><u>DEPUTY DIRECTOR: TENDERING AND SOURCING REF NO: REFS/006944</u></b> (12 months contract)
<b><u>SALARY</u></b>	:	R733 257 per annum (plus 37% in lieu of benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Three- year relevant tertiary qualification in Supply Chain Management/ Purchasing/ Logistics/ Finance. Two (2) years Management experience. Five (5) years functional experience in Finance Management within the public service environment. The incumbent must have in-depth understanding of Supply Chain Management processes. Candidate should portray the following competencies: good communication skills, people management, policy analysis and development, risk and compliance management, stakeholder management and communication, good interpersonal relations and should be prepared to work under pressure. Knowledge and understanding of leadership, delegation and empowerment, report writing. In depth knowledge of Supply Chain Framework, Preferential Procurement Policy Framework, Departmental policies and procedures, General management, Strategic management and PFMA. Skills: Leadership, Negotiating, Facilitation, computer software packages is essential: MS Package (i.e. Advanced literacy in Word, Excel, and PowerPoint), Microsoft Outlook, Presentation, Innovative, Analytical, Verbal and written communication.
<b><u>DUTIES</u></b>	:	Ensure that all approved tenders are advertised in line with the relevant compliance requirements. Coordinate the compilation of the terms of references in line with the PPPFA requirements. Compilation of the tender documents. Administer the briefing sessions and closing of tenders. Coordinate the process for the evaluation of tenders. Provide SCM advise where required. Prepare bid evaluation reports for Bid Adjudication Committee. Prepare monthly management reports on tenders. Liaise with probity auditors throughout the entire tendering process. Keep records and reports of all the tenders .Ensure compliance to regulations on matters related to tenders. Attend to preliminary probity audit reviews during specifications, evaluations and adjudication stages. Publication of tender awards. Sourcing for contractors and professional resource teams. Managing the Request for Quotations (RFQs) from the panel of service providers. Coordinating of Bid Committee meetings. Preparation of reports for management.
<b><u>ENQUIRIES</u></b>	:	Ms M Tshabalala Tel No: (063) 691 4016
<b><u>APPLICATIONS</u></b>	:	Please apply online at <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a>
<b><u>POST 25/291</u></b>	:	<b><u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: REFS/006861 (X3 POSTS)</u></b> (12 months contract)
<b><u>SALARY</u></b>	:	R376 596 per annum (plus 37% in lieu of benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A Matric plus an appropriate 3-year accredited Bachelor's Degree/National Diploma in Social and or Economic Sciences/Development studies, Monitoring and Evaluation/ Statistics and Research/Public and Development management/ Public Policy. Minimum of 2 - 3 years' relevant experience. A valid driver's licence. Ability to communicate in one of the indigenous languages will be an added advantage. Knowledge and experience in project management, database management and analysis software packages such as MS Access, Excel etc. Ability to customise and generate reports to meet user needs; extensive experience in conducting social research (minimum two years) from both public and or private sector. Analytical capability, good communication and presentation skills. Knowledge and experience in contract management. Good stakeholder liaison, coordination and problem-solving skills. Good computer skills, good interpersonal relationships. Ability to work under pressure and long hours at times as well as willingness to travel long distances when required.

**DUTIES** : Assist with monitoring and analysing Departmental Programme Performance. Assist with the development of evaluation studies and programme performance review. Assist with conducting Departmental Evaluation Planning. Assist with conducting Evaluation of the Conditional Grant Report. Assist with the development and/or review/ maintenance of a functional Monitoring & Evaluation system.

**ENQUIRIES** : Ms A Mogaswa Tel No: (072) 313 8052  
**APPLICATIONS** : Please apply online at <http://professionaljobcentre.gpg.gov.za>

**POST 25/292** : **ASSISTANT DIRECTOR: TENDERING AND SOURCING REF NO: REFS/006947 (X2 POSTS)**  
(12 months contract)

**SALARY** : R376 596 per annum (plus 37% in lieu of benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Three- year relevant tertiary qualification in Supply Chain Management/ Purchasing/ Logistics/Finance. Three (5) years of relevant experience in Tender Management coupled with at least 3 years at Supervisory level. The incumbent must have in-depth understanding of Supply Chain Management processes. Candidate should portray the following competencies: good communication skills, people management, policy analysis and development, risk and compliance management, stakeholder management and communication, good interpersonal relations and should be prepared to work under pressure. Knowledge and understanding delegation and empowerment, report writing. Candidates must have the knowledge of the following: Public Service Regulation, PFMA, Treasury Regulation, and Treasury Prescripts related to supply chain i.e. Circulars, Practice Notes and computer software packages is essential: MS Package (i.e. Advanced literacy in Word, Excel, and PowerPoint), Microsoft Outlook.

**DUTIES** : Support the process of drafting of the terms of references. Packaging and verification of the tender documents to ensure that all the necessary documents are included in the tender document. Preparation of the actual tender advertisements. Placing of adverts in the appropriate platforms (e.g e-tender portal, government bulletin, newspapers, etc.). Keeping records of the briefing minutes and register for all tenders. Managing the process of recording of all bids received. Execution of the compliance of bids received. Play the role of the secretariat for various bid committees. Administering of closing of Request for Quotations (RFQs). Execution of the evaluation of RFQs. Preparation of the RFQ reports to Bid Adjudication Committees and other delegated authority. Provide administrative support to all bid committees. Safekeeping of information and documents for audit purposes. Issuing of correspondences to various bidders (e.g. bidding notes) during the tendering process. Updating of the procurement plan with awards made.

**ENQUIRIES** : Ms M Tshabalala Tel No: (063) 691 4016  
**APPLICATIONS** : Please apply online at <http://professionaljobcentre.gpg.gov.za>

#### **DEPARTMENT OF ROADS AND TRANSPORT**

**APPLICATIONS** : To apply for the above positions, please apply online at <http://professionaljobcentre.gpg.gov.za>. Only online applications will be considered and for general enquiries please conduct human Resources on 083 798 7344. NB: For assistance with online applications please email your query to [e-recruitment@gauteng.gov.za](mailto:e-recruitment@gauteng.gov.za)

**CLOSING DATE** : 20 November 2020

**NOTE** : Shortlisted candidates will be subject to pre- employment screening (vetting). SMS members will undergo a security clearance process by State Security Agency (SSA). All shortlisted candidates for SMS posts will be subjected to a technical exercise. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). Please Note; Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached.. It is our intention to promote representatively (race, gender and disability) in

the Public service through the filling of posts and candidates whose transfer/promotion/appointment will promote representivity will be preferred. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualifications authority (SAQA). The Department reserves the right not to appoint. Disabled people are encouraged to apply. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. Late application/applications received after the closing date will be disqualified. Errors and Omissions will be rectified. The Department reserves the right not to fill the position (s).

#### OTHER POSTS

- POST 25/293** : **DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: REFS/006669**  
 Branch: G-Fleet Management  
 Chief Directorate: Financial and Management Accounting
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11) (An all-inclusive remuneration package)  
 : Bedfordview  
 : A tertiary qualification degree (NQF Level 6) recognized by SAQA majoring in Financial Accounting. A minimum of 5 years' working experience at junior management level in the same field. Postgraduate studies in relevant/related fields, experience in the Public Service and Registration with the professional body will be an added advantage. Sound and in-depth knowledge of relevant prescripts and application of resources as well as understanding of the legislative framework governing the Public Service such as: PFMA, National Treasury Regulations, Government Immovable Asset Management Act (GIAMA), Asset Management, Generally Recognized Accounting Practices (GRAP), International Financial Reporting Standards (IFRS), International Public Sector Accounting Standards (IPSAS) and Public Sector policies. Programme and project management. Sound analytical, problem identification and solving skills. Strong computer literacy (MS Word, Excel, SAP). Financial management. Ability to work effectively and efficiently under pressure, organization and planning. Excellent communication (written and verbal), good interpersonal relations, analytical and negotiation skills. A valid driver's license.
- DUTIES** : Ensure effective management of g-Fleet's assets. Establish and maintain appropriate internal control and reporting systems. Compliant with the provisions of the PFMA, Treasury Regulations, GRAP, IFRS, IPSAS standards and other legislative requirements pertaining to management of state assets. Develop, implement, and monitor risk management strategies, policies and procedures. Implement and maintain compliant and transparent financial accounting systems for g-Fleet assets. Execute asset verification on regular basis. Ensure reconciliation of Asset Register and Trial Balance is performed monthly. Ensure that all quotes provided to client departments are correct and provided timeously. Provide specialized asset management service. Handle all external and internal audit queries. Compile and submit all required administrative reports. Manage the resources of the component and perform generic management functions
- ENQUIRIES** : Mr. Matodzi Mamatsinya Tel No: (011) 372 – 8600/9000
- POST 25/294** : **DEPUTY DIRECTOR: TOWING AND AUCTIONS REF NO: REFS/006682**  
 Branch: G-Fleet Management  
 Chief Directorate: Fleet Maintenance
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11) (An all-inclusive remuneration package)  
 : Bedfordview  
 : An appropriate 3 years National Technical Diploma or an equivalent NQF level 6 qualification with Trade Test Diploma. Postgraduate studies in relevant/related fields will be added advantage. Registration with the professional body will be an added advantage. In-depth knowledge of mechanical, vehicle towing and panel beating processes and environment. Overall knowledge of fleet management and vehicle maintenance principles. Thorough knowledge of the vehicle auctioning environment. Knowledge of automotive industry trends. Understanding of Public Sector policies and regulations. A dynamic, self-motivated and client centric professional with well-

developed and proven leadership skills. Ability to work under pressure and willingness to work long hours as may be required. Strong contract management acumen. Strong computer literacy skills (MS excel, MS word, etc.). Sound interpersonal relation, effective communication (both written and verbal), problem-solving, decision making and analytical skills. Record keeping. A valid driver's license.

**DUTIES** : Manage towing and recovery of all the Entity's vehicles. Provide functional and technical advice and guidance to the Entity's Board of Survey Committee and Asset Management sub-directorate. Develop and maintain the necessary administrative and operational internal controls, processes and systems. Identify and mitigate risks for the sub-directorate. Handle all internal and external auditor's queries. Manage the resources of the sub-directorate and ensure that the sub-directorate deliver on its core functions and services.

**ENQUIRIES** : Mr. Sifiso Mhlongo Tel No: (011) 372 – 8600/8652

**POST 25/295** : **DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: REFS/006677**  
Branch: G-Fleet Management  
Chief Directorate: Corporate Services

**SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11) (An all-inclusive remuneration package)  
: Bedfordview  
: An appropriate 3-year National Diploma /Bachelor's Degree in Human Resources or equivalent NQF 6 qualification. Minimum 5 years' experience as a human resources management generalist of which 3 years must be at a managerial level preferably in the Public Sector. A qualification in Labour Relations will be an added advantage. Extensive experience in an integrated Human Resources Management Sphere Excellent communication (written and verbal) skills and an ability to communicate with managers at all levels. Sound computer literacy (Microsoft packages) capabilities. Driver's license. Ability to work under pressure and beyond normal working hours. Ability to present Labour Relations related programmes e.g. grievance procedure, etc. Ability to investigate misconduct cases and represent the Entity in Disciplinary Enquiries and handle disputes at the CCMA and GPSSBC.

**DUTIES** : Ensure overall management of the Sub-Directorate Human Resources Management in terms of staff and resources. Ensure the provision of a best practice recruitment and selection services. Overall management of the provision of employee services benefits and conditions. Manage the provision of an integrated employee wellness service. Develop and implement strategies to facilitate sound labour relations in the entity. Ensure that the job evaluation process is implemented and carried out in G-Fleet in accordance with relevant legislative requirements. Ensure the implementation of a career management and development strategy. Ensure that the necessary administrative and operational; systems are implemented to support the above. Provide an information management services based on trends and analysis. Prepare and submit all HR related reports (Monthly, quarterly and annual). Perform any other task as delegated by the Director: Corporate Services. Ensure compliance to processes, procedures and controls. Manage resources allocated to the sub-directorate.

**ENQUIRIES** : Mr. Nhlakanipho Nduli Tel No: (011) 372 8600/8642