

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

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

OTHER POSTS

- POST 02/75** : **CLINICAL MANAGER REF NO: REFS/007644 (X1 POST)**
Directorate: Clinical Services
- SALARY** : R1 173 900 – R1 302 849 per annum (all-inclusive package)
CENTRE : Helen Joseph Hospital
REQUIREMENTS : MBChB or an appropriate qualification. Active Health Professions Council of South Africa (HPCSA) registration as a Medical Practitioner. A minimum of 4 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. A post graduate qualification in business administration, healthcare management or public health. Advantageous: Leadership and management experience in hospital services, experience in public sector management.
- DUTIES** : Reporting to the Chief Executive Officer, the incumbent will act as a manager of clinical departments. Provide strategic clinical care for improved patient outcomes. Participate in developing and implementing operational plans (including cost-containment strategies). Ensure the coordination of all activities necessary for quality and efficient 24-hour patient care. Assist in clinical care audits and risk management strategies in order to improve clinical governance and outcomes. Management, investigation and reporting of patient safety incidents and adverse events. NTSG monitoring and reporting. Chair or be an active member of various clinical governance and management committees. To be responsible for HR, Finance and administrative matters as it relates to the clinical departments. Coaching and mentoring different levels and categories of staff. Ensure adherence to relevant health and public legislation including Public Charter and Batho Pele principles. Ensure compliance to the Ideal Hospital Realization and Maintenance Framework and Department of Health's Six Key Priorities. Representing the hospital as required in cluster and provincial forums.
- ENQUIRIES** : Dr ER Masilela Tel No: (011) 489 0306
APPLICATIONS : must be hand delivered to Human Resources department, Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Basement, Johannesburg (There is also 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** : Human resources department
NOTE : Applications must be submitted on Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV 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** : 05 February 2021
- POST 02/76** : **STOMATOLOGIST/SENIOR LECTURER GRADE 1/2/3 REF NO: UPOHC/STOMA/0001/2021**
Directorate: Oral pathology and Oral Biology
- SALARY** : R1 106 040 – R1 807 776 per annum (All-inclusive package)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as a Dentist in the category of Independent Practice and in possession of a BChD degree or equivalent qualification. The candidates must also have an MSc degree in the field of Maxillofacial and Oral Radiology. Experience of Undergraduate and Postgraduate teaching and curriculum development of Maxillofacial and Oral Radiology is required. Recommendations: A PhD will be an added advantage.

- DUTIES** : The successful candidate will be involved with Undergraduate and Postgraduate teaching and training in Maxillofacial and Oral Radiology. Do research in the field of Maxillofacial and Oral Radiology. Manage all responsibilities as a module coordinator for Undergraduate and Postgraduate courses in Maxillofacial and Oral Radiology. Department duties may be assigned to the candidate.
- ENQUIRIES** : Prof W.F.P van Heerden Tel No: (012) 319 2320
- APPLICATIONS** : Quoting the relevant reference number. Direct applications to Mrs. I Swart, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5731.
- NOTE** : Kindly attach certified copies of your qualifications. Identity book, Curriculum Vitae, HPCSA Registration and Z83 must be attached (no copies of certified copies allowed, certification should not be more than six months old). Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.
- CLOSING DATE** : 05 February 2021
- POST 02/77** : **DEPUTY MANAGER: PHARMACEUTICAL SERVICES REF NO: DDP/12/CMJAH/2020**
Directorate: Pharmacy Department
Re-advertisement
- SALARY** : R1 026 693 per annum
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows for registration with the SAPC. Registration with SAPC as Pharmacist and proof of current registration. 7 years' appropriate experience after registration as Pharmacist. In-depth knowledge of the National Drug Policy, all pharmacy legislation, the Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act and other legislation applicable to the public sector. Sound knowledge of Government regulations and policies. Computer literacy (Ms Word, Ms Excel, PowerPoint) Ability to implement policies. Administrative and management skills. Team building and people skills. Sound interpersonal relations. Sound communication skills (both verbal and written). Good planning and organizational skills. Good problem solving and interventional skills. Thorough knowledge and Understanding of the procurement procedure. Ability to work under pressure. Must be highly motivated and enthusiastic to contribute to pharmaceutical services in the public sector. Qualification in management and project management will be an added advantage.
- DUTIES** : To implement the norms and standards of Good Pharmaceutical services based on National, Provincial and hospital guidelines through selection, distribution and use of Pharmaceutical products. Assist with sound management of the allocated budget. Enable identification and assessment of potential strategic, operational and functional risks for the unit. Develop risk control measures to minimize risks. To support reviews and audits of pharmaceutical practices at the institution. Participate in the rational use of medicines by all stakeholders. Participate in the hospital Pharmacy and Therapeutics Committee and be a member of the National and Provincial Pharmacy Therapeutics Committee. Participate and being a member of Provincial and Hospital Antimicrobial Stewardship Committee. Financial analysis of financial reports and ABC analysis. Co-ordinate the training and development of pharmacy personnel Participate in the implementation of, and compliance with, the NHI and CCMDD Programme in the pharmacy. Conduct regular stock audits in the Pharmacy and the satellite pharmacies. Provides expert advice relating to usage of medicines by the various units using Pharmaco- economically and understanding of drug supply management. Contribute to the pharmacy's planning, and procurement procedures, as well as monitoring and evaluation, management of personnel performance and review thereof. Create a conducive environment which promotes positive attitudes amongst staff members to accelerate and increase productivity. Ensure that pharmacy is up to date with Auditor General Report.
- ENQUIRIES** : Ms. O.I Ubogu Tel No: (011) 488 3225

- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a 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. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.
- CLOSING DATE** : 05 February 2021
- POST 02/78** : **REGISTRAR REF NO: SMUREG01/21**
Directorate: Maxillo Facial and Oral Surgery
- SALARY** : R821 205 - R858 711 per annum (all inclusive)
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Degree in Dentistry. Registration with HPCSA as a Dentist with at least two years' experience as a dentist and completed their community service obligation. Post graduate courses in Anatomy, Physiology, Pathology and completion of an ATLS course is a requirement. Experience in working in rural institutions e.g. Clinics, Community Health Centres or District hospitals and fulfilled the community obligations. Applicants will be appointed at entry level of Registrar posts. No transfer to other Dental Schools in SA during Registrar training will be allowed. Will be required to work after hours.
- DUTIES** : The Registrar will pursue a course of study over five years and if successful in meeting the requirements will be awarded a qualification which will entitle the holder to register with HPCSA as a Maxillofacial and Oral Surgeon. Through the course of the study, the registrar will deliver services by undertaking treatment of patients at SMU Oral Health Centre and Dr George Mukhari Academic Hospital of the Gauteng Department of Health. The registrar will also be required to execute a research project as well as be involved in the training of undergraduate students.
- ENQUIRIES** : Prof Munzhelele Tel No: (012) 521 4858
APPLICATIONS : Applications can be hand delivered to SMU Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to SMU Oral Health Centre, Private Bag x848, Pretoria, 0001.
- FOR ATTENTION** : Ms PR Rangoato Tel No: (012) 521 4881
NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document and HPCSA certificate (no copies of certified copies allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Institution reserves the right to not to make any appointment. People with disabilities are encouraged to apply.
- CLOSING DATE** : 05 February 2021
- POST 02/79** : **MEDICAL REGISTRAR REF NO: SBAH 02/2021**
Directorate: Orthopedics
- SALARY** : R821 205 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MBChB or equivalent. Current registration with the HPCSA as an independent medical practitioner. Surgical primaries and intermediates will be added as an advantage. The many diverse functions of this position encompass aspects of patient care, education, research (must participate in original basic or clinical research). The service aspects include ensuring correct surgical treatments of patients. The academic programme will include patient care presentations,

subject discussions and attendance of the post graduate academic programme. This position is intended for grooming of candidates who are pursuing a surgical career.

DUTIES : Locate work in a public service context. Plan and organize work to achieve objectives that meet service standards; lead a team to solve workplace problems and conflicts; identify performance requirements and improve work team performance. Manage own performance and development. Communicate in the work place and in the work team; lead change in the workplace. Produce data and analyze statistics for workplace operations in the department – Logbook. Deliver and monitor client service, Secure and allocate resources and a budget to achieve workplace objectives; maintain physical and electronic information records and use computers and/or equipment to achieve work team objectives.

ENQUIRIES : Prof MV Ngcelwane Tel No: (012) 354 2851
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 05 February 2021

POST 02/80 : **MEDICAL OFFICER REF NO: SBAH 03/2021**
 Directorate: Medical Oncology

SALARY : R821 205 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Officer. Appropriate computer literacy. Willingness to do Clinical research.

DUTIES : Ward rounds, Outpatients clinics, lectures. Must participate in Clinical Research.

ENQUIRIES : Dr RM Khanyile Tel No: (012) 354 1054
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 05 February 2021

POST 02/81 : **DENTIST GRADE 1/2/3 REF NO: SMUDEN01/21**
 Directorate: Orthodontics

SALARY : R797 109 - R1 089 693 per annum (all inclusive)
CENTRE : SMU Oral Health Centre
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as a Dentist. Minimum of 7/12 years appropriate experience as a Dentist after registration with the HPCSA as a Dentist, with interest in Ortho. Experience in working in rural institutions e.g. Clinics, Community Health Centres or District hospitals.

DUTIES : The incumbent will be responsible for the following key performance areas: Provide Oral Health Services at SMU/Medunsa Oral Health Centre and participate in programme for SMU Oral Health Centre. Teaching/training undergraduate dental students including academic administration. Prepare and deliver dental lectures in Orthodontics. Maintain physical and electronic records. Be willing to be developed in teaching and learning as well as in Research. Will be required to work after hours.

ENQUIRIES : Dr DM Gininda Tel No: (012) 521 4853
APPLICATIONS : Applications can be hand delivered to SMU Oral Health Centre. Human Resource Department, Room S529 Fifth floor or posted to SMU Oral Health Centre, Private Bag x848, Pretoria, 0001.

FOR ATTENTION : Ms PR Rangoato Tel No: (012) 521 4881
NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document and HPCSA certificate (no copies of certified copies allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was

unsuccessful. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. The Institution reserves the right to not to make any appointment. People with disabilities are encouraged to apply.

- CLOSING DATE** : 05 February 2021
- POST 02/82** : **REGISTRAR REF NO: LCOEC/ADMIN/02/2021**
- SALARY** : R733 257 per annum (Level 11)
CENTRE : LCOEC
REQUIREMENTS : An appropriate Bachelor's Degree/Advanced National Diploma (NQF level 7) in Public Management, Administration Management or qualification. A relevant post-graduate degree/qualification (NQF level 8) will be an added advantage. A minimum 5 to 10 years' relevant work experience in corporate services with at least 5 years' experience on a junior management level. An understanding of the Department of Higher Education and Training's strategic vision and priorities. Knowledge of Public Service Act, Employment of Educators Act, Labour Relations Act and Public Financial Management Act. Achieves act. Knowledge of policies and legislation governing education and training as well as the Public Service and Employment Services in South Africa. Experience in managing people and projects with the ability to plan strategically. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment; Good project Management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). A valid driver's license and willingness to travel.
- DUTIES** : Provide operational Strategic Leadership in the areas of Human Resources, Facilities Management, Information Technology, Procurement, Finance, Records Management, fleet management, and Employee wellness and student affairs. Also be responsible and accountable for the effective delivery Quality assurance of services in each of these areas. Ensure that the College Administration is managed in line with HPCSA Regulations. Ensure that all satellite training sites administration is completed in line with the main campus administration Policies and SOPS. Provide Administration support to the Principal and all other relevant stakeholders (SMU, EMS, HPCSA, GPG central office and NDoH: EMS). Coordinates and drives the preparation for the quarterly/annual reviews and audits of the Colleges operational and Strategic Plan. Encourage and builds an organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource management function. Development and implementation of best practice policies, procedures and internal control systems to ensure effective corporate governance and Quality Assurance. Oversee the proper and effective management of the College's assets and facilities. Ensure the provision of appropriate and cost effective services. Participation in College tender processes and service level agreement in relation to contract management and Student Affairs. Responsible for Information Technology and information management solutions to meet the specific needs of the College. Responsible for communication and marketing for the College. Attend internal and external meetings as delegated by the college and EMS management.
- ENQUIRIES** : Ms B Ramatsetse Tel No: (012) 356 8000
APPLICATIONS : Applications must be delivered to Lebone College of Emergency Care, 43 Steve Biko Road and Belvedere Street, Arcadia or can be posted to Lebone College of Emergency Care PO Box 26876, Gezina, 0031.
- CLOSING DATE** : 05 February 2021
- POST 02/83** : **ASSISTANT MANAGER NURSING (SPECIALTY): (PN-B4) REF NO: CHBAH 349 (X2 POSTS)**
Directorate: Obstetrics and Gynaecology
- SALARY** : R614 991 - R692 166 per annum
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Degree/Diploma in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognize experience after obtaining the 1 year post basic qualification in relevant speciality Midwifery and Neonatal Nursing Science (Advanced Midwifery). At

- least 3 years of the period referred to above must appropriate/recognisable experience at management level. Competencies: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. MS Word, Power Point. Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills.
- DUTIES** : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e. inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Be allocated to work night shifts, weekends, public holidays and relieve the supervisor when required. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, Midterm review and final assessment)
- ENQUIRIES** : Mr. NB. Mulaudzi Tel No: (011) 933 0134/9779
- APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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 disabilities are encouraged to apply.
- CLOSING DATE** : 12 February 2021
- POST 02/84** : **ASSISTANT MANAGER NURSING: AREA REF NO: PWH/AMN/02/21**
Directorate: Nursing Department
- SALARY** : R562 800 per annum (plus benefits)
- CENTRE** : Pretoria West District Hospital
- REQUIREMENTS** : Grade 12. Basic qualification with South African Nursing Council in Terms of Government Notice 425, i.e. Diploma/ Degree in Nursing as Professional Nurse. Diploma/ Degree in Nursing Management will be a requirement. A minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Council in General Nursing. At least 3 years of the period referred to above must be appropriate / recognizable experience at Management level. Experience in managing Casualty or OPD will be an added advantage. Strong leadership, good communication and sound interpersonal Skills are necessary. Must be

		Computer literate. Service certificate from the previous employer/s are Compulsory.
<u>DUTIES</u>	:	Delegate, supervise and co-ordinate the provision of effective patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate and Comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and stakeholders (i.e. inter- Professional, inter – sectoral and multi – disciplinary team worker). Participate in the analysis, formulation and implementation of nursing guidelines, practices, Standards and procedures. Manage Human Resources, monitor and ensure Proper utilization of financial and physical resources. Maintain professional Growth / ethical standards and development of self – and subordinates. Will be responsible to ensure implementation of National Core Standards.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. NL Madiba Tel No: (012) 380 1206
	:	All Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.
<u>NOTE</u>	:	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 CV specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: If any discrepancies found, services will be terminated with immediate effect.
<u>CLOSING DATE</u>	:	05 February 2021
<u>POST 02/85</u>	:	<u>OPERATIONAL MANAGER NURSING – PHC (PNB3) REF NO: SDHS/12/01/2021 (X6 POSTS)</u> Directorate: Sedibeng District Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R562 800 – R633 432 per annum plus benefits Sedibeng District Facilities A basic R425 qualification (i.e. Diploma/Degree) in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of registration of current registration. A Post Basic Nursing qualification, with duration of at least one-year accreditation with the SANC in one of the specialist (Primary Health Care or Midwifery and Neonatal Nursing Science) referred to in the glossary of terms. A minimum of nine (9) years, appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least five (5) years of the period of referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the one (1) year post basic qualification in Primary Health Care or Midwifery and Neonatal Nursing Science. A degree and or diploma in Nursing Management/Administration will be an added advantage. A valid code 08/10 driver's license is essential and must be computer literate. Personal Profile: Excellent time management, organizational skills, communication skills, self-motivated and goal oriented. Analytical and solution orientated. Ability to effectively communicate to technical and non-technical personnel at various levels in the organization.
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relation with nursing and other stakeholders (i.e. inter-personal, inter-sectoral and multi-disciplinary) team. Promote quality of nursing care as directed by the professional scope of practice and standard as determine by relevant health facility. Provide relevant health information to health care users to assist in achieving optimal health care as directed by the professional growth/ethical standards and self-development. Take instruction as directed by the supervisor. Observe the Ethical and employee value preposition (EVP) standards in the health facility. Ensure implementation of departmental policies, protocols, guidelines and Standard Operating Procedures (SOP). Provide managerial skills to ensure compliance with Ideal clinic status determination and Norms and Standards. Sign performance contract on annual basis.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. D. Ramoloi Tel No: (016) 950 6002
	:	Please: Quote the relevant reference number, direct applications to the HR Manager- Sedibeng DHS, Private Bag X023 Vanderbijlpark, 1900 or hand deliver at designated recruitment boxes next to security officers, Cnr Frikkie Meyer & Pasteur BLVD.

NOTE : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Sedibeng District Health Services is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE : 05 February 2021

POST 02/86 : **OPERATIONAL MANAGER NURSING: CRITICAL CARE REF NO: SBAH 04/2021**
Directorate: Nursing: Medical ICU

SALARY CENTRE REQUIREMENTS : R562 800 per annum plus benefits (PN-B3)
: Steve Biko Academic Hospital
: Grade 12 Basic qualification accredited with the South Africa Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year in Critical Care Nursing Science. A minimum of 9 years appropriate /recognizable experience in nursing registration as a professional Nurse with the South African Nursing Council In General Nursing. Diploma/ degree in Nursing Management will be added as an advantage. Service certificates are compulsory. At least 5 years of the period referred to above must be appropriate /recognizable experience after obtaining the one year post basic qualification in Critical Care Nursing Science. Strong leadership, good communication and sound interpersonal skills are necessary, Computer literate. Verified proof of experience. Service certificates compulsory, South African Nursing Council annual practicing certificate. Valid driver's license.

DUTIES : Co-ordinate of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth/ethical standards and development of self and subordinates.

ENQUIRIES APPLICATIONS : Ms. AM Mowayo Tel No: (012) 354 1300
: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

CLOSING DATE : 05 February 2021

POST 02/87 : **OPERATIONAL MANAGER SPECIALTY NURSING: CRITICAL CARE REF NO: SBAH 07/2021**
Directorate: Nursing – Coronary ICU

SALARY CENTRE REQUIREMENTS : R562 800 per annum plus benefits (PN-B3)
: Steve Biko Academic Hospital
: Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e Diploma/Degree in Nursing as a professional Nurse, plus a post basic qualification with duration of at least 1 year Diploma in Critical Care Nursing Science. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional Nurse With South African Nursing Council in General Nursing. Diploma/Degree in nursing management will be an added advantage. Service

		certificate are compulsory. At least 5 years of the period referred to the above must be appropriate / recognizable experience after obtaining the one year post basic qualification in Critical Care Nursing Science. Strong leadership, good communication and sound interpersonal skills are necessary, computer literate. Verified proof of experience. Service certificate compulsory, South African Nursing Council annual practicing certificate. Valid EB driver's license.
<u>DUTIES</u>	:	Co-ordination of optimal, holistic specialized nursing care provided with set standards and a professional legal frame work. Manage effectively the utilization and supervision of Human, Financial and service resources. Co-ordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth, ethical standards and development of self and subordinates.
<u>ENQUIRIES</u>	:	Ms. AM Mowayo Tel No: (012) 354 1300
<u>APPLICATIONS</u>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. The Gauteng Department of Health is guided by the principles of employment equity thereof all the appointments will be made in accordance with the employment equity target of the Department.
<u>CLOSING DATE</u>	:	05 February 2021
<u>POST 02/88</u>	:	<u>OPERATIONAL MANAGER SPECIALTY: CRITICAL CARE REF NO: SBAH 06/2021</u> Directorate: Nursing – Neuro ICU
<u>SALARY</u>	:	R562 800 per annum plus benefits (PN-B3)
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e Diploma/Degree in Nursing as a professional Nurse, plus a post basic qualification with duration of at least 1 year Diploma in Critical Care Nursing Science. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional Nurse With South African Nursing Council in General Nursing. Diploma/Degree in nursing management will be an added advantage. Service certificate are compulsory. At least 5 years of the period referred to the above must be appropriate / recognizable experience after obtaining the one year post basic qualification in Critical Care Nursing Science. Strong leadership, good communication and sound interpersonal skills are necessary, computer literate. Verified proof of experience. Service certificate compulsory, South African Nursing Council annual practicing certificate. Valid driver's license.
<u>DUTIES</u>	:	Co-ordination of optimal, holistic specialized nursing care provided with set standards and a professional legal frame work. Manage effectively the utilization and supervision of Human, Financial and service resources. Co-ordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth, ethical standards and development of self and subordinates.
<u>ENQUIRIES</u>	:	Ms. AM Mowayo Tel No: (012) 354 1300
<u>APPLICATIONS</u>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	The Gauteng Department of Health is guided by the principles of employment equity thereof all the appointments will be made in accordance with the employment equity target of the Department. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	05 February 2021
<u>POST 02/89</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY): (PN-B3) REF NO: CHBAH 350 (X2 POSTS)</u> Directorate: Obstetrics and Gynaecology
<u>SALARY</u>	:	R562 800 - R633 432 per annum
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)

- REQUIREMENTS** : Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Midwifery after obtaining the 1-year post-basic qualification in the relevant speciality Midwifery and Neonatal Science (Advanced Midwifery). Current registration with the South African Nursing Council. Competencies: Leadership, ward Management/Administration, planning, Organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Knowledge of administrative policies and Guidelines. Display empathy for patients, promoting advocacy and Facilitate holistic treatment and Nursing care.
- DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislation and related frame work and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts, Weekends, public holidays and relieve the supervisor when required. Perform as an Operational Manager in accordance with the scope of practice demonstrate effective Communication with patients, supervisor and other health professionals and junior colleagues. Implementation of ideal Hospital Framework.
- ENQUIRIES** : Mr. NB. Mulaudzi Tel No: (011) 933 0134/9779
- APPLICATIONS** : Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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 disabilities are encouraged to apply.
- CLOSING DATE** : 12 February 2021
- POST 02/90** : **OPERATIONAL MANAGER SPECIALTY (PNB3): OCCUPATIONAL HEALTH PRACTITIONER REF NO: CHBAH 351**
Directorate: Employee Wellness Program
- SALARY** : R562 800 per annum (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS

: Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic nursing qualification with duration of 1 year, accredited with SANC in Occupational Nursing Science. A minimum of 9 years appropriate/recognizable 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 or recognisable experience after obtaining the 1 year post basic qualification in Occupational Nursing Science. Current registration with the South African Nursing Council. Knowledge of legal prescripts that regulate nursing and health services. Competencies/Knowledge/Skills: Leadership and Ward administration /management skills, Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovate, problem solving, communication and decision-making skills. Strong leadership, conflict resolution and sound interpersonal skills are necessary. Understanding of National Core Standards, PFMA, Labour relations and other relevant legislative frameworks. Prepared to do night duty and corridor supervision under the supervision of an Area Manager. Report writing skills. Planning, organisation and demonstration of empathy and advocacy skills towards patients.

DUTIES

: Supervise and evaluate quality of occupational health care rendered for employees as directed by Professional scope of practice and set Nursing standard within a professional /legal framework. Designs medical surveillance programmes based on health risk assessment outcomes. Ensure a programme of health surveillance is done to determine workplace stressors and the impact on employees. Works collaboratively with other professional as a leader and member of the occupational health team. Assist the facility to meet objectives and targets in the operational plan. Ensure accurate recording and reporting of statistics all occupational related incidences. Participate in Hazard Risk Assessment Identification. Ensure there are procedures for incident investigation and reporting. Ensure medical management of all injuries of duty. Continuously liaise with stakeholders to ensure efficient occupational health care for all medical emergencies and specialist referrals to optimise health restoration. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Advocates for the awareness of employees in terms of workplace hazards and occupational stressors. Be active in research and self-development. Participate in Disaster Management planning, implementation and evaluation. Ensure compliance. Participate in decision making regarding operational and capital resources needed for the cost effectiveness of occupation and service delivery practices.

ENQUIRIES

: Mr. V Adoons Tel No: (011) 933 8885

APPLICATIONS

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

NOTE

: Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was

advertised during any stage of the recruitment process. 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 disabilities are encouraged to apply.

- CLOSING DATE** : 12 February 2021
- POST 02/91** : **OPERATIONAL MANAGER NURSING REF NO: TDH2021/01**
(Speciality-Advanced Midwifery and Neonatal Nursing Science)
Directorate: Nursing
- SALARY** : R562 800 – R633 432 per annum (Plus Benefits)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice R425 (i.e Diploma/Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post basic diploma in Advanced Midwifery and Neonatal Nursing science with a duration of at least 1 year accredited with the SANC in terms of Government Notice R212 and qualification in Nursing Administration. A minimum of 9 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 above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant speciality. Strong leadership skills, good communication and sound interpersonal relationships are necessary. Demonstrate the required computer literacy to adequately manage information according to the requirement of the facility. Knowledge of PPIP software Manual. Understanding of National Core Standards, PFMA, Ideal Hospital Realization and Maintenance Framework, National Strategic Plan for Nursing Education, Training and Practice and other relevant legislative framework.
- DUTIES** : Coordination of optimal, holistic specialised nursing care provided within set standards of a professional/legal framework. Provide comprehensive Mother, Women, Child and Neonatal Services. Conduct periodic audits and develop quality improvement plans. Effectively manage the utilisation and supervision of human, financial and material resources. Co-ordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth, ethical standards, and self-development. Ensure implementation and promotion of Quality Assurance (complaints and patient safety management), infection prevention and control and health and safety principles. Promote quality of nursing care as directed by the National Core Standards and Ideal Hospital Realization and Maintenance Framework. Coordinate and organize departmental quality improvement meetings (perinatal problems Identification Programme. Maternal morbidity).
- ENQUIRIES** : Mr T.F Budzwa Tel No: (012) 354- 7600
APPLICATIONS : All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or Candidates should apply directly to the Hospital in HR Department
- CLOSING DATE** : 05 February 2021
- POST 02/92** : **DISTRICT MANAGER GRADE 2-GRADE3 REF NO: DM/01/2021**
Directorate: Directorate: Emergency Medical Services
- SALARY** : R536 109 - R833 529 per annum (plus benefits)
CENTRE : Sedibeng District
REQUIREMENTS : ECT/CCA/N.DIP/B TECH with a minimum of 3 year after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver's license with PrDP, Registration certificate and current registration with HPCSA. Relevant tertiary management qualifications, as well as 3- 5 years in managerial experience.
- DUTIES** : Responsible for co-ordination of Emergency Medical Services at District level. Render an effective and efficient Planned Patient Transport and Obstetric Emergencies. Possess expert knowledge of the legislative and policy framework informing the areas of operation. Promote sound Labour relations within the institution by ensuring discipline among staff. Perform leadership functions i.e. give advice and guidance, interpretation and application of directives and policies, planning, budgeting and exercising of control over activities. Ensure effective use of human resources and financial management in the district. Assist Provincial Services to develop and monitor the framework, norms and standards for emergency medical services including contracted

services, emergency care, equipment and vehicles. Implement quality assurance programmes for Emergency Medical Services. Management and control of repairs and maintenance in district fleet, in line with minimum operational strength. Co-ordinate and delegate sub-ordinates in major incidents for Emergency Medical Services and arrange training exercises with stakeholders if required. Compile regular statutory monthly reports with recommendations. Submission of Demand Plans in line with budgets per line item. Assisting management in Operational and infra-structure planning. Ensure key performance indicators are achieved and implement remedies for non-performance. Assist in the development and provisioning of goal directed education and training to all emergency care personnel. Liaise with relevant stakeholders. Co-ordination and management decisions in Gauteng Province when on standby. Ensure Sub-ordinates performance indicators are met and apply remedial action for non-performance. Communicate with allied health institutions to improve EMS services within the district. Implement the requirement of EMS regulations at your district and ensure all ambulances are licensed by Inspectorate, for operations. Understand and ensure all staff have been trained in the CPG 's as per their clinical qualification.

- ENQUIRIES** : Mr C R Errakiah Tel No: (011) 564 2053
- APPLICATIONS** : Service Department or on the website, which must be completed in full. Applications must be delivered directly to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street., Midrand or posted to P.O Box 8311 Halfway House 1685 or apply on line: www.gautengonline.gov.za
- NOTE** : Application must be submitted on form Z83, obtainable from any Public NB Candidates will be asked to do a 10 minute presentation, on the Operations Management and Governance at District Level.
- CLOSING DATE** : 05 February 2021
- POST 02/93** : **LECTURE PND 2: QUALITY ASSURANCE REFS: LQA/01/2021 (X1 POST)**
Directorate: Nursing Education and Training
Re-Advertisement
- SALARY** : R471 333 - R614 991 per annum (plus benefits)
- CENTRE** : Bonalesedi Nursing Campus
- REQUIREMENTS** : PND2 minimum of 14 years appropriate/recognizable nursing experience after registration as a Professional Nurse, at least 10 years of the period must be appropriate experience as a Nurse educator. Degree in Nursing Education and Nursing Administration. A qualification and/or experience in Quality Assurance will be an added advantage. Registered with the SANC as a General Nurse and Midwife. A code 8 Drivers' License. Proof of Computer literacy (Word, PowerPoint, and Excel).
- DUTIES** : Develop, Coordinate, implement a Quality Assurance (QA) plan, monitor and evaluate its implementation. Organize and participate in quality assurance audits. Implement continuous QA improvement programs focusing on academic standards and the National and Provincial Priorities. Implement complaints, compliments, and suggestion procedures. Develop, coordinate and implement a plan to correct the gaps, or challenges identified during audits. Support the college mission to promote the image and standards of the institution. Evaluate and assist the college with institutional process to meet the criteria and maintain accreditation with the SANC and CHE. Display a sound knowledge of legislation that impacts on the nursing education milieu.
- ENQUIRIES** : Mr. K.T. Baloyi Tel No: (011) 696 8306/8300
- APPLICATIONS** : Applications should be submitted on a (PDF format only) to the following email address: BNChr@gauteng.gov.za. Please use the reference as the subject or posted to Private bag X55, Roodepoort, 1725.
- NOTE** : Applications should be submitted on a Z83 form accompanied by a recently updated CV and Certified Copies of Qualifications, Certificates, Identity and Driver's License (certification should not be older than 6 months). People with disability are encouraged to apply. It is our intention to promote (race, gender and disability) through filling of posts. Correspondence will only be limited to shortlisted candidates. Successful candidates will be subjected to Pre-employment medical surveillance conducted by an Occupational Health Nurse, security screening and vetting process. Applications received after closing date will not be accepted. It is the candidate's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
- CLOSING DATE** : 05 February 2021

POST 02/94 : **CHIEF PHYSIOTHERAPIST REF NO: JUB36/2020**
 Directorate: Allied

SALARY : R466 119 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Bsc Degree in Physiotherapy. Independent registration with HPCSA. Current/annual Registration with the HPCSA as a Physiotherapist. Three years working experience, excluding one year of community service. Computer literacy is highly recommended.

DUTIES : Plan and implement a cost effective sustainable physiotherapy service. Apply knowledge of evidence based physiotherapy techniques. Apply knowledge of relevant acts, regulations and policies. Assist with supervision and training of assistants. Implement and manage the performance management and development system in the department. Monitor and motivate for equipment and other resources. Assist with implementing and monitoring of effective recordkeeping, accurate statistics collection and analysis thereof. Monitor and evaluate high standards of quality assurance. Contribute effectively in staff meetings, team meetings, committee meetings and multidisciplinary meetings. Take on a leadership role and attend meetings and hospital functions in the absence of the head of department .Promote and retain good working relationship with referring facilities.

ENQUIRIES : Mr Madavha MP Tel No: (012) 717 9382
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 : 08 February 2021

POST 02/95 : **CHIEF SPEECH THERAPIST REF NO: JUB37/2020**
 Directorate: Allied Management

SALARY : R466 119 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : A degree in Speech Therapy (ST), Audiology (Aud) or Speech Therapy and Audiology (STA) from recognized university. Registration certificate as an independent practitioner with the HPCSA. Current/annual proof of registration with the HPCSA. Minimum of three years appropriate/recognizable experience after community service .Excellent verbal and written communication skills and computer literacy as well as experience with tertiary-level speech therapy and/or audiology services (E.g. Electrophysiology, Ototoxicity monitoring, tracheostomy, laryngectomy, and video Fluoroscopy studies) will be added advantage.

DUTIES : Basic knowledge of the work processes and procedures in both Speech Therapy and Audiology (even single-qualified).Ability to provide high quality clinical speech and/or Audiology services that complies with norms and standards to both in and out patients. Promotion and marketing of Speech and Therapy and Audiology services and development of new services. Develop and implement monitoring and evaluation of services. Implement clinical protocols to adhere to NCS and related policies. Support the Allied Health Manager with managerial tasks which includes: coordinating both speech therapy and audiology services, development and implementation of clinical plans and quality assurance measures in the department and ensure that non-compliance is addressed. Supervision and monitoring the performance of both Speech and Audiology staff. Give input into budget planning, asset management, risk management and HR management .Represent the department in various meetings within the hospital and to relevant external stakeholders. Clinical involvement and training of students. Ability to work in a multidisciplinary team.

ENQUIRIES : Mr Madavha MP Tel No: (012) 717 9382

- 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** : 08 February 2021 Time: 13:00 PM
- POST 02/96** : **OPERATIONAL MANAGER NURSING GRADE 1 GENERAL UNIT: MEDICAL WARD REF NO: SBAH 08/2021**
Directorate: Nursing
Re-advertisement, it was previously advertised in Ref SBAH 51/2020 and those who have applied previously do not need to re-apply)
- SALARY** : R444 276 per annum plus benefits (PN-A5)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse. A minimum of 7 (seven) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the South Africa Nursing Council in General Nursing. Diploma/degree in Nursing Management will be an added advantage. Verified proof of experience. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. Service certificate compulsory. South African Nursing Council annual practicing certificate. Valid EB driver's license.
- DUTIES** : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of the nursing care plan and the evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stake holders' i.e. inter-professional, inter-sectoral, and multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guideline, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resource. Maintain professional growth/ethical standards and development of self and subordinates.
- ENQUIRIES** : Mrs AM Mowayo Tel No: (012) 354 1300
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. The Gauteng Department of Health is guided by the principles of Employment Equity thereof all the appointment will be made in accordance with the Employment Equity target of the Department.
- CLOSING DATE** : 05 February 2021
- POST 02/97** : **OPERATIONAL MANAGER NURSING (GENERAL): (PN-A5) REF NO: CHBAH 352 (X2 POSTS)**
Directorate: Obstetrics and Gynaecology
- SALARY** : R444 276 - R500 031 per annum
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that Allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A Minimum of 7 years appropriate/recognizable experience in Nursing after registration as a professional Nurse with the SANC in General Nursing. A post basic qualification in Nursing Administration will be an added advantage. Current

registration with the South African Nursing Council. Competencies: Leadership, ward Management/Administration, planning, Organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and Facilitate holistic treatment and Nursing care. Knowledge of administrative policies and Guidelines.

DUTIES : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislation and related frame work and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts, Weekends, public holidays and relieve the supervisor when required. Perform as an Operational Manager in accordance with the scope of practice demonstrate effective Communication with patients, supervisor and other health professionals and junior colleagues. Implementation of ideal Hospital Framework.

ENQUIRIES : Mr. NB. Mulaudzi Tel No: (011) 933 0134/9779
APPLICATIONS : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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 disabilities are encouraged to apply.

CLOSING DATE : 12 February 2021

POST 02/98 : **PROFESSIONAL NURSE SPECIALTY: PRIMARY HEALTH CARE REF NO: SBAH 05/2021**
Directorate: Clinical Nurse

SALARY : R383 226 per annum plus benefits (PN-B1)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Matric/Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/degree in Nursing as a Professional Nurse. A post basic qualification with the duration of at least one year accredited with the SANC in terms of Government notice No R212 in Specialty. A minimum of 4 (Four) years appropriate /recognizable experience as Professional Nurse after registration with the SANC in General Nursing strong leadership, good communication and sound interpersonal skills are necessary. Verified of experience.

- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional /legal framework. Effective utilization of human, material and service resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional growth/ethical standards and development of self and subordinates.
- ENQUIRIES APPLICATIONS** : Ms MA Mowayo Tel No: (012) 354 1300
- NOTE** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- CLOSING DATE** : Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
05 February 2021
- POST 02/99** : **CLINICAL NURSE PRACTITIONER (INFECTION PREVENTION AND CONTROL NURSE REF NO: SDHS/13/01/2021 (X1 POST)**
Directorate: Quality Assurance
- SALARY CENTRE REQUIREMENTS** : R383 226 – R444 276 per annum plus benefits
Sedibeng District Health Services
A basic R425 qualification (i.e. Diploma/Degree) in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of registration of current registration. A Post Basic Nursing qualification, with duration of at least one-year accreditation with the SANC in one of the specialist (Primary Health Care or Midwifery and Neonatal Nursing Science) referred to in the glossary of terms. A minimum of five (5) years, appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least two (2) years of the period of referred to above must be appropriate/ recognizable experience or understanding of Nursing and OHS regulations, National Core Standards, Ideal Clinic Realization, policies and acts. Computer literacy and driver's license will be essential.
- DUTIES** : Develop clinical quality improvement programmes, policies and guidelines with regard to Infection Prevention and Control and Risk Management, promote compliance and implement safety standard programmes, support Quality Assurance initiatives through monitoring of implementation and adherence to National and Provincial Infection Prevention and Control policies and techniques. Collate monthly and quarterly reports from health establishments and consolidate into a comprehensive report for the Province. Monitor clinical quality through audits surveillance and research. Analyze data, establish and manage trends. Plans and facilitate, relevant trainings on Infection Prevention and Control and Risk Management. Liaise, advise and effectively communicate with relevant internal and external participate.
- ENQUIRIES APPLICATIONS** : Ms. D. Ramoloi Tel No: (016) 950 6002
Please: Quote the relevant reference number, direct applications to the HR Manager- Sedibeng DHS, Private Bag X023 Vanderbijlpark, 1900 or hand deliver at designated recruitment boxes next to security officers, Cnr Frikkie Meyer & Pasteur BLVD.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Sedibeng District Health Services is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- CLOSING DATE** : 05 February 2021

- POST 02/100** : **ARTISAN CHIEF GRADE A REF NO: TDH2021/02**
Directorate: FMU
- SALARY** : R386 487 – R441 891 per annum (Plus Benefits)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Three year Diploma/Degree in Engineering (Mechanical or Electrical) and Building (Structural, civil or Construction) or equivalent, with 5 years' experience as an Artisan Foreman Project Management qualification. Training in OHS act, knowledge of legal compliance financial management, planning and monitoring, high level of accuracy, negotiating and co-ordinating skills presentation skills. Communication skills Health infrastructure including general machinery and equipment. Knowledge of other technical fields computer literate, Report writing skills, valid driver's licence.
- DUTIES** : Day to day maintenance management and quality assurance. Keep database of works order. Contracts and statistics Projects Management and reporting to relevant stakeholders. Ensure accurate specifications for minor renovations project. Monitor and oversee construction, maintenance, repairs and servicing work being conducted by Department of Infrastructure Development and external Contractors. Management of period's contracts and building audits. Horticulture, pest control and landscaping. Provide technical advice to end users, Monitor the standards of neatness in the garden and building. Ensure moving of equipment's, furniture's and redundant. Ensure daily removal of general medical waste and monitoring use of medical gases. Promote health and safety of staff. Promote health and safety of staff and use of protective clothing. Implement compliance requirements with Building regulations, OHS Act, IUSS and National Health Core Standard. FMU Budget control, stock control and monitor performance, attendance. Leave and punctuality of subordinates.
- ENQUIRIES** : Mrs Matube MW Tel No: (012) 354- 7604
APPLICATIONS : All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or Candidates should apply directly to the Hospital in HR Department.
- CLOSING DATE** : 05 February 2021
- POST 02/101** : **LECTURER PND 1/2 REF NO: LEC/01/2021 (X4 POSTS)**
Directorate: Nursing Services
- SALARY** : PND1: R383 226 – R444 276 per annum (plus benefits)
PND2: R471 333 – R614 991 per annum (plus benefits)
CENTRE : Bonalesedi Nursing Campus
REQUIREMENTS : PND1: Degree in Nursing Education. Registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife and in Nursing Education. Minimum of 4 years appropriate/ recognizable nursing experience after registered as a professional Nurse. PND2: Degree in Nursing Education. Registration with the South African Nursing Council (SANC) as a professional Nurse and Midwife and in Nursing Education. Minimum of 14 years appropriate/ recognizable nursing experience after registered as Professional Nurse, at least 10 years of the period must be appropriate experience in Nursing Education after obtaining 1 year post basic qualification in Nursing Education. For both grades (the candidate must have: Good facilitation and presentation skills, have knowledge of the transformation in Nursing Education and the legal frameworks. Communication (verbal and written), organizational and problem-solving skills. Computer skills (Word, PowerPoint, Excel). Skill in application and interpretation of regulations and other legislative frameworks pertaining to Nursing Education. Conflict management and supervisory skills. Good research knowledge. Valid driver's license. Must be able to work under pressure.
- DUTIES** : Plan and conduct academic programs, employ a variety of teaching strategies to reach the required outcomes, ensure policy and clinical tool development, Implement PMDS for internal basic students. Participate in development, review and evaluate policies in nursing education. Implement clinical assessment strategies to determine learner competence in the clinical areas, record keeping as required. Participate in Work Integrated learning for the learners in all clinical areas accredited for the College. Must be prepared to travel to all areas utilized for experiential learning. Participate in Curriculum development. Have and implement a sound knowledge of all applicable current legislation continuing education in nursing education. Utilization of technology for teaching, evaluating, monitoring and management of the program.
- ENQUIRIES** : Mr. K.T. Baloyi Tel No: (011) 696 8336

- APPLICATIONS** : Applications should be submitted on a (PDF format only) to the following email address: BNChr@gauteng.gov.za. Please use the reference as the subject or posted to Private bag X55, Roodepoort, 1725.
- NOTE** : Applications should be submitted on a Z83 form accompanied by a recently updated CV and Certified Copies of Qualifications, Certificates, Identity and Driver's License (certification should not be older than 6 months). People with disability are encouraged to apply. It is our intention to promote (race, gender and disability) through filling of posts. Correspondence will only be limited to shortlisted candidates. Successful candidates will be subjected to Pre-employment medical surveillance conducted by an Occupational Health Nurse, security screening and vetting process. Applications received after closing date will not be accepted. It is the candidate's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
- CLOSING DATE** : 05 February 2021
- POST 02/102** : **PROFESSIONAL NURSE SPECIALTY REF NO: UPOHC/SPEC/0004/2021**
Directorate: Nursing
- SALARY** : R383 226 – R579 696 per annum (plus benefits)
- CENTRE** : University of Pretoria Oral Health Centre
- REQUIREMENTS** : A Degree/ Diploma in General Nursing. Recommendations: A Degree/ Diploma in General Nursing and Midwifery or Basic R425 qualification in Nursing that allows registration with SANC as a Professional Nurse. A post basic nursing qualification with a duration of at least one (1) year, accredited with SANC in theatre specialty in terms of R212. Minimum of four (4) years' appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.
- DUTIES** : Provide optimal holistic specialized nursing care with set standards. Able to plan and Organize work and support personnel, work effectively, cooperatively amicably with patients and other stakeholders. Act as a manager where necessary. Effective utilization of resources (human and material). Maintain environment that promote patients' rights and maintain the Batho Pele Principles. Prevention and management of serious adverse events. Maintain 6 ministerial priorities. Active participation in maintenance of Core Standards. Maintain professional growth.
- ENQUIRIES** : Mrs GE Khumalo Tel No: (012) 319 2644/2132
- APPLICATIONS** : Quoting the relevant reference number. Direct applications to Ms L Debeila, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: 012 301 5731.
- NOTE** : Kindly attach certified copies of your qualifications. Identity book, Curriculum Vitae current SANC certificate, and Z83 must be attached (no copies of certified copies allowed, certification should not be more than six months old). Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.
- CLOSING DATE** : 05 February 2021
- POST 02/103** : **ASSISTANT DIRECTOR: HRM REF NO: JUB35/2020**
Directorate: Human Resources Management
- SALARY** : R376 596 - R443 601 per annum plus benefits
- CENTRE** : Jubilee District Hospital
- REQUIREMENTS** : Senior Certificate (Grade 12), A Bachelor's Degree/National Diploma in HR Management /Public Management. A minimum of 3-5 years supervisory experience in Human resource environment. Proof of valid driver's license. Proof of computer literacy. Sound knowledge of Persal system supported by relevant Persal certificates. Proof of current or previous work experience in Human Resource. Broad knowledge and understanding of Human Resource Management. In depth knowledge of relevant acts, policies and regulation in HR Management. Sound communication, analytical, decision making and presentation and financial management skills a must. Good knowledge and understanding of Employee Performance Management and Development system, Labour Relation, Human Resource Development, Disciplinary Code and Grievance Procedures. Ability to work under pressure.

- DUTIES** : Supervise staff and manage day to day functioning of the Human Resource Department in the Hospital to ensure the rendering of high quality services. Develop a Human Resource Plan, Equity Plan and a skills development plan informed by a thorough training needs analysis. Manage Employees Health and wellness Programme in order to enhance employees' production, safety and morale. Manage the development, implementation and monitoring of a Human Resource Risk Management plan in order to mitigate and eliminate risk. Manage Human Resource Provisioning and Practices in line with prevailing legislation prescripts and policies. Manage Labour Relations matters to ensure effective employment relations. Ensure effective, efficient and economical utilization of resource allocated to the institution including.
- ENQUIRIES APPLICATIONS** : Dr Olebogeng Modise Tel No: (012) 717 9336
- NOTE** : Application 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.
- CLOSING DATE** : 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 determine by the Jubilee District Hospital.
- CLOSING DATE** : 08 February 2021
- POST 02/104** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: TDH2021/03**
Directorate: Patient Affairs and Logistics
- SALARY CENTRE REQUIREMENTS** : R376 596 – R443 601 per annum (Plus Benefits)
Tshwane District Hospital
Grade 12 or equivalent plus 10 years' experience in Patient affairs and 5 years must be on supervisory level. National Diploma/Degree in Public Management/Administration or equivalent with 3 years supervisory level experience in patient affairs. Experience in People management. Management and Leadership skills. Ability to interpret and implement the Policies, directives and guidelines of the Gauteng Department of Health. Excellent verbal and communication skills. Knowledge and understanding of patient Affairs prescripts. Knowledge and understanding of legislative framework governing the Public service including: Public Service Regulations. Public Finance Management Act. Skills Development Act. Problem solving skills, listening skills, interpersonal skills and good communication skills. Plan and organizing skills. Must be computer literate.
- DUTIES** : Responsible for implementation and compilation of the sections operational plans, strategic plans, and quarterly reviews. Ensure proper records keeping through proper interpretation of records management policy. Ensure that systems are in place for the management of PAIA requests. Interpretation and implementation of all mortuary prescript and related guidelines. Ensure that systems are in place to maximise the institution revenue collection. Ensure proper application of Labour Relations Act and Code of Conduct. Ensure submission of accurate and reliable data to senior management. Ensure National Health Core Standard compliance. Stock control of cleaning materials. Monitor performance of subordinates. Monitor subordinates attendance registers and absenteeism. Ensure proper administration of staff and visitors parking. Understanding of transport Prescripts and Policies.
- ENQUIRIES APPLICATIONS** : Dr Nkusi SS Tel No: (012) 354- 7653
- CLOSING DATE** : All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or Candidates should apply directly to the Hospital in HR Department
- CLOSING DATE** : 05 February 2021
- POST 02/105** : **ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: LCOEC/ADMIN/05/2020**
- SALARY CENTRE REQUIREMENTS** : R376 596 – R443 601 per annum (plus benefits)
Lebone College of Emergency Care
Grade 12 with 10 years' experience or. An appropriate tertiary qualification i.e. certificate, higher certificate, diploma or Degree in either Human Resources Management, Public Administration, Finance or Supply Chain Management with at least 5- 10 years' work experience in Management. Sound knowledge and practice of the public service policies, legislation and prescripts including

systems and procedures. 5 – 10 years' experience in institutional Administration, Student Affairs, Human Resource, Facility Management, Fleet Management, ICT, Finance and Supply Chain Management. Must have functioned as a multidisciplinary team leader and must have advanced Project Management certification. Valid code 08 driver's license is essential. Good interpersonal, report writing and communication skills is essential.

DUTIES : Plan, organise and control all activities of the support staff at the College. Overall management of Administration system i.e. Develop and establish efficient and effective Administration systems. Manage, support and supervise, Human Resource, ICT, Facility Management Unit, Fleet Management, Finance and Supply Chain Management effectively and efficiently. Implement internal controls and procedures in line with PFMA, PPPFMA, HR delegations, LRA, PSA. Management, supervision, development and motivation of staff. Manage and control all Student Affairs of the College. Liaise with stakeholders regarding Student Affairs. Prepare reports on Student Affairs administration issues and statistics. Administrative discipline and implement grievance Procedures, PMDS, Training and Development. Applying and interpretation of HR, SCM, Finance, ICT and Administration procedures and prescripts. Prepare reports on Human Resource Administration issues and statistics. Knowledge of HPCSA Regulations and Policies pertaining to Emergency Medical Care Training. Drafting and Implementing of All sections Policies. Manage and provide advice to College Management with regard to Facility Maintenance and Security Management. Providing advice and support to Management regarding to SCM, ICT, Finance, HR and Administration. Panel member on several Committees. Budget Management, Risk Management. Assisting and answering of Audit queries. Monthly verification of Reconciliations. Assisting with any other duties determined by College Management.

ENQUIRIES APPLICATIONS : Ms B Ramatsetse Tel No: (012) 356 8098
: must be delivered to Lebone College of Emergency Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia or PO Box 26876, Gezina 0031.

CLOSING DATE : 05 February 2021

POST 02/106 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: UPOHC/ HRM/0005/2021**
Directorate: Administration

SALARY : R376 596 – R454 920 per annum (plus benefits)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : A National Diploma/ Degree in Human Resource Management or Public Management Administration, with a minimum of Five (5) years' experience in Human Resource Management on a supervisory level or Senior Certificate (Grade 12 or equivalent qualification) with ten (10) years' experience in HR management at supervisory level. Computer literacy (MS Word, MS Excel and PowerPoint). Knowledge of the Public Service Act, Finance Management Act and Other Legislative Prescripts that govern Human Resource Management. Knowledge of and experience in Human Resource Administration processes, including Persal System. Good communication skills (verbal and written). Ability to work under pressure. Recommendation Knowledge of Workplace Skills Plan and Labour Relations will be an added advantage.

DUTIES : Manage and render effective personnel administration, salary administration, recruitment and selection, appointments, promotions, transfers, housing allowance, leave management, pillar, Long Service Recognition, overtime, verification of qualifications, secretarial functions at interviews, terminations of service and PMDS, (Performance Management Development). Manage and administer all conditions of service practices by providing guidance to subordinates to ensure compliance with Human Resource Legislative Framework and Prescripts. Supervise the implementation and maintenance of human resource administration practices concerning service benefits and or maintenance and provisioning of Human Resource Management Service. Supervise the implementation and maintenance of human resource administration practices concerning service benefits and or maintenance and provisioning of human resource in the department to contribute to the rendering of Professional Human Resource Management Service. Address human resource management enquiries to ensure the correct implementation of human resource management practices. Provide training and support in the Unit.

ENQUIRIES APPLICATIONS : Ms DJ Malebo Tel No: (012) 301 5731
: Quoting the relevant reference number. Direct applications to Ms L Debeila, Human Resources Management at Louis Botha A Building, Dr Savage Road,

Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001, Tel No: (012) 301 5731.

NOTE : Kindly attach certified copies of your qualifications. Identity book, Curriculum Vitae, and Z83 must be attached (no copies of certified copies allowed, certification should not be more than six months old). Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.

CLOSING DATE : 05 February 2021

POST 02/107 : **MIDDLE MANAGER REF NO: CHBAH 354 (X1 POST)**
Directorate: Supply Chain Management

SALARY : R376 596 – R454 920 per annum (Level 09)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma in Supply Chain Management/Logistic Management, Public Sector Supply Chain Management, Financial Management, Cost and Management Accounting and Business Management with at least 5 years relevant experience in Supply Chain Management of which 5 years must be at a supervisory level. Knowledge of government Supply Chain Management Policies and Procedures. Knowledge of the PFMA and National Treasury Regulations and all other SCM prescripts. Knowledge and Experience of Procure to pay system. Knowledge of SRM, SAP and BAS systems. Knowledge and experience in Public Sector procurement processes, rules and regulations. Computer competency in MS Office package (Ms Word, Ms Excel Ms Power Point and Microsoft outlook). Knowledge and experience Health (hospital) environment background will be an added advantage. A valid driver's license. The applicant must have a good communication (both verbal and written) skills and strong interpersonal relations. Ability to interact with various stakeholders both internal (end-users) and external stakeholders. Ability to act with tact and discretion. Must have the ability to work under pressure and be a creative thinker. The candidate must have good conflict management skills.

DUTIES : Manage and Monitor the procure to pay team. Ensure that all transactions are cleared on the web-cycles. Ensure that invoices are captured timeously without any delay and adhere to 30 days' payment period. Assist suppliers on the process of e-invoicing. Facilitate and coordinate the training of employees on SAP, SRM and BAS system. Compile and submit weekly, Monthly, and Quarterly. Assist management during Audit. Provide supervision and sign up performance contracts of the subordinates on annual basis. Perform other duties as allocated by the manager. Be willing to undergo continuous training and development programs. Attending meetings and training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Conducting performance evaluation of the sub ordinates.

ENQUIRIES : Ms TTT Ravele Tel No: (011) 933 0537
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification,

qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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 disabilities are encouraged to apply.

- CLOSING DATE** : 12 February 2021
- POST 02/108** : **STATE ACCOUNTANT REF NO: KOP 05/2021 (X1 POST)**
Directorate: Finance Department
- SALARY** : R257 508 per annum
CENTRE : Kopanong Hospital
REQUIREMENTS : Grade 12 plus a five years relevant experience or National Diploma / Degree in Financial Management / Accounting / Internal Auditing or Cost Management with a minimum of three years relevant experience in a financial knowledge of PFMA, Treasury Regulation and relevant finance policies, prescripts, protocols and guidelines. In depth knowledge of Basic Accounting Transversal System such as BAS, SAP and SRM, etc.
- DUTIES** : Ensure reconciliation of Stand-alone / Transversal Systems (BAS / SAP / PERSAL / MEDSAS and PAAB) including reconciliation of Suppliers and Petty Cash are performed on a monthly basis. Ensure that payment of Goods and Services, Transfers, Machinery & Equipment and Reporting are efficiently and effectively performed. Facilitate payment of service providers within the required time frame. Process journals for misallocations, departmental and interdepartmental claims. Optimize revenue collection and effective debt management. Maintain ethical and procedural conduct.
- ENQUIRIES** : Ms Mokoena S Tel No: (016) 428 7113
APPLICATIONS : Fully completed Z83, CV, certified copies of ID and qualifications not Older than six Months, must be e mailed, quoting the name of the post & the relevant reference number to: Recruitment.Kopanong@gauteng.gov.za People with disabilities are encouraged to apply.
- NOTE** : Medical Surveillance will be conducted to successful candidate. If you did not hear from us within three Months please consider your application unsuccessful.
- CLOSING DATE** : 05 February 2021
- POST 02/109** : **INFORMATION TECHNOLOGY REF NO: PWH/IT/01/21**
Directorate: IT Department
- SALARY** : R257 508 per annum (Level 07) (plus benefits)
CENTRE : Pretoria West District Hospital
REQUIREMENTS : National IT Diploma (3 Years) / IT Degree plus 3 years IT experience / Any IT Diploma plus MCSE / N+ plus A+ plus MCSE plus 5 years' experience or 10 years' experience with grade 12 and experience in desktop support environment.
- DUTIES** : First line support to facility. Desktop and hardware support. Installation and support of all Microsoft and other products. Installation, configuration and maintenance of Operating systems. End- User/ Customer support. Maintain and manage the network infrastructure. Setting up of printing and peripheral devices. Problem resolution. Set up and manage call logging system. Anti-Virus management at desktop level. Set up and maintain user e-mail accounts. Maintain computer peripheral equipment such as scanners, printers, whiteboards, projectors, ensure that these are prepared and ready to be used. Liaise with external suppliers for the repair of equipment under warranty or maintenance contract. Periodic auditing of IT equipment at facilities. Standby support 24 X 7. Create and Maintain Users on the Active Directory, Support Network devices and infrastructure, Support user application such as BAS, PERSAL, SRM, SAP, etc. Knowledge of Patient Systems will be added advantage, Support telephone system (VOIP/Analogue).
- ENQUIRIES** : Mr. K Moloto Tel No: (012) 451 9062

- APPLICATIONS** : All Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.
- 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 CV specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: If any discrepancies found, services will be terminated with immediate effect.
- CLOSING DATE** : 05 February 2021
- POST 02/110** : **ADMIN OFFICER: HUMAN RESOURCE SUPERVISOR REF NO: SDHS/14/01/2021 (X1 POST)**
Directorate: Human Resource
- SALARY CENTRE REQUIREMENTS** : R257 508 – R303 339 per annum plus benefits
: Sedibeng District Health Services
: Grade 12 with minimum 5 -10 years relevant experience as HR generalist or National Diploma/degree in HR with minimum 3 – 5 years' experience as HR generalist. Extensive knowledge of staff establishment & HR Information Management. Knowledge and experience of PERSAL system, HR prescripts and knowledge of HR relevant Acts. Computer literacy is essential (MS Office specifically Excel). Must be able to plan, organize and coordinate activities of the HR section. Good understanding of PSCBC, resolutions especially the implementation of OSD, leadership skills, planning and organizing skills, problem solving, communication skills, Human and financial management. Ability to work under pressure. Good interpersonal skills. Report writing skills. Proven presentation skills.
- DUTIES** : Manage, control and maintain Staff establishment and HR Information. Coordinate the institutional Human Resources plan in line with the allocated budget. Ensure that post filling plan is complied with. Do costing of posts. Request, analyse, manipulate and Manage Persal reports and distribute to relevant stake holders. Maintenance of staff establishment on HRM database. Develop Standard Operating Procedures in areas of responsibility. Management of payroll for the entire District. Do BAS/PERSAL reconciliation. Ensure there's proper records management. Work with other HR supervisors on general functions. Supervise Human Resource practitioners on all HR related functions. Ensure compliance to HR prescripts. Ensure accurate information is provided to customers including stake holders in relation to HR Information. Ensure compliance to translations/gradings. Compile monthly HR delegation, PILIR, retirements, appointment, terminations, Employment Equity, and other critical Human Resource reports. Backup all HR reports.
- ENQUIRIES APPLICATIONS** : Mr. J. Kubheka Tel No: (016) 950 6000
: Please: Quote the relevant reference number, direct applications to the HR Manager- Sedibeng DHS, Private Bag X023 Vanderbijlpark, 1900 or hand deliver at designated recruitment boxes next to security officers, Cnr Frikkie Meyer & Pasteur BLVD.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/ fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Sedibeng District Health Services is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- CLOSING DATE** : 05 February 2021

- POST 02/111** : **HRD OFFICER REF NO: HRDO/01/2021 (X1 POST)**
 Directorate: Human Resource Management
- SALARY** : R257 508 – R303 339 per annum (plus benefits)
CENTRE : Bonalesedi Nursing Campus
REQUIREMENTS : Degree/Diploma in Human Resource Development/Management with 3 or more years relevant experience in Training and Development Directorate or Grade 12 with 5 or more years' relevant experience in Training and Development Directorate. Knowledge of the Public Service Act and Regulations, Skills Act, Skills Development Act, Skills Levy Act, SAQA, NQF, NSDS, PMDS etc. Presentation and Facilitation skills. Must be able to work independently, report writing skills, communication skills (written and verbal). PERSAL Certificate. Computer literate. Valid drivers license.
- DUTIES** : Ensure training and development compliance is adhered to as well as the incorporation of all relevant prescripts. Develop and implement workplace skills plan in line with Skills Development Act. Ensure that incorporation in terms of the Sector skills plans into the organizational skills plans are properly executed. Identify training needs and formulate training programs for the organization. Compile training databases. Facilitate needs directed courses/seminars/workshop Conduct induction and orientation programs. Implementation of PMDS. Advise management and staff on PMDS issues. Capturing of PMDS on Persal system. Facilitate performance evaluation and induction of new employees. Monitor Performance Management and Development Systems in line with PMDS Policy. Facilitate Implementation of Employment Equity. Assist with other Human Resource Administration duties. Compile monthly, quarterly and yearly reports. Co-ordinate bursaries. Facilitate and Co-ordinate Learner-ships/In-Service training and internship Programs.
- ENQUIRIES APPLICATIONS** : Mr. S. Gopane Tel No: (011) 696 8308/8300
 : Applications should be submitted on a (PDF format only) to the following email address: BNChr@gauteng.gov.za. Please use the reference as the subject or posted to Private bag X55, Roodepoort, 1725.
- NOTE** : Applications should be submitted on a Z83 form accompanied by a recently updated CV and Certified Copies of Qualifications, Certificates, Identity and Driver's License (certification should not be older than 6 months). People with disability are encouraged to apply. It is our intention to promote (race, gender and disability) through filling of posts. Correspondence will only be limited to shortlisted candidates. Successful candidates will be subjected to Pre-employment medical surveillance conducted by an Occupational Health Nurse, security screening and vetting process. Applications received after closing date will not be accepted. It is the candidate's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). 05 February 2021
- CLOSING DATE** : 05 February 2021
- POST 02/112** : **LABOUR RELATIONS OFFICER REF NO: LRO/01/2021 (X1 POST)**
 Directorate: Labour Relations Management
- SALARY** : R257 508 – R303 339 per annum (plus benefits)
CENTRE : Bonalesedi Nursing Campus
REQUIREMENTS : Degree/ Diploma in Labour Relations or Human Resource Management with 3 or more years experience in Labour Relations or a Grade 12 with 5 or more years experience in Labour Relations. Ability to write reports. Good verbal communication and interpersonal skills. Be able to work independently. Experience in the investigation of misconduct cases and handling of grievances. knowledge of all Labour Relations Legislation (LRA, BCEA, Public Service Act, Grievance Procedure, Disciplinary Code and Procedures for the Public Service.) Presentation skills, negotiation skills, problem solving skills, conflict management skills, interpersonal skills, analytical thinking ability, ability to compile complex reports. Computer literate. Must have a valid driver's license.
- DUTIES** : Co-ordinate and facilitate grievance resolutions. Investigate and handle misconduct cases. Participate in development, implementation and reviewal of labour relations policies and procedures. Rendering Labour Relations advisory services to management and staff. Train and support campus staff on labour relations issues. Contribute in the promotion of labour peace in the campus. Keep proper records of labour relations documents. Represent the college in disciplinary cases. Participate in the Department of Health Gauteng labour relations Forum. Assist in mmanaging the absenteeism in the work place. Ensure all disciplinary outcomes are implemented and captured on persal. Assist with Human Resource functions.
- ENQUIRIES** : Mr. S. Gopane Tel No: (011) 696 8308/8300

- APPLICATIONS** : Applications should be submitted on a (PDF format only) to the following email address: BNChr@gauteng.gov.za. Please use the reference as the subject or posted to Private bag X55, Roodepoort, 1725.
- NOTE** : Applications should be submitted on a Z83 form accompanied by a recently updated CV and Certified Copies of Qualifications, Certificates, Identity and Driver's License (certification should not be older than 6 months). People with disability are encouraged to apply. It is our intention to promote (race, gender and disability) through filling of posts. Correspondence will only be limited to shortlisted candidates. Successful candidates will be subjected to Pre-employment medical surveillance conducted by an Occupational Health Nurse, security screening and vetting process. Applications received after closing date will not be accepted. It is the candidate's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
- CLOSING DATE** : 05 February 2021
- POST 02/113** : **ADMINISTRATION OFFICER: STUDENT ACCOMMODATION REF NO: AOSA /01/2021 (X1 POST)**
Directorate: Accommodation services
Re-Advertisement
- SALARY** : R257 508 – R303 339.per annum (plus benefits)
CENTRE : Bonalesedi Nursing Campus
REQUIREMENTS : Degree/National Diploma in Public Management/Administration or Equivalent qualification in an administration field with two (2) or more years relevant experience as a housekeeper in an accommodation service or a Grade 12 with five (5) or more years relevant experience as a housekeeper in an accommodation service.Computer Literacy. Problem solving skills. Good communication skills (written and verbal). Report writing skills. The incumbent must be willing to work shifts and under pressure. Strong leadership skills. Ability to work in a team. A valid drivers license will be advantageous.
- DUTIES** : Management of staff. Ordering and monitoring department stock/ material. Liaise with stakeholders regarding accommodation and housekeeping. Report writing. Evaluation of staff members. Update accommodation policies monthly. Record keeping. Distribution of documents. Manage allocation of accommodation. Doing inspection in residents. Attend to maintenance needs. Develop procedures. Operational planning and review process in line with strategic control in the department. Manage leaves and roosters, do record keeping and handle queries. Perform any other task delegated duties by supervisor.
- ENQUIRIES** : Mr. S. Gopane Tel No: (011) 696 8308/8300
APPLICATIONS : Applications should be submitted on a (PDF format only) to the following email address: BNChr@gauteng.gov.za. Please use the reference as the subject or posted to Private bag X55, Roodepoort, 1725.
- NOTE** : Applications should be submitted on a Z83 form accompanied by a recently updated CV and Certified Copies of Qualifications, Certificates, Identity and Driver's License (certification should not be older than 6 months). People with disability are encouraged to apply. It is our intention to promote (race, gender and disability) through filling of posts. Correspondence will only be limited to shortlisted candidates. Successful candidates will be subjected to Pre-employment medical surveillance conducted by an Occupational Health Nurse, security screening and vetting process. Applications received after closing date will not be accepted. It is the candidate's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
- CLOSING DATE** : 05.February 2021
- POST 02/114** : **ADMINISTRATION OFFICER REF NO: CHBAH 355 (X1 POST)**
Directorate: Supply Chain Management
- SALARY** : R257 508 – R303 339 per annum (Level 07)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Matric / Grade 12 certificate. 3 - 5 years' experience in Acquisition, Demand Management, Warehouse administration and Assets administration processes. Computer competency skills (Ms Word, Ms Excel, Ms Power Point and Microsoft outlook). Knowledge of SAP and SRM system. Knowledge of Procurement processes. Knowledge of SCM Policies, PFMA, PPPFA, BBBEE and Treasury Regulations. Knowledge of the Batho Pele Principles. Knowledge of Labour Relations processes. Conflict management skills. Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to

communicate well with people at difference levels. Ability to organize and plan work accordingly. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Experience and qualifications in Supply Chain Management will be an added advantage. Comply with the rotation roster.

DUTIES : Monitoring and supervision of Demand Management team. Compiling of Demand and Procurement plans on annual basis. Conduct Market analysis. Conduct product specification analysis. Serve as a member of Bid specification committee. Manage the Demand management process effectively, including but not limited to-needs assessment, categorization of commodities, market assessment and industry analysis. Identifying methods of procurement, identifying Preferential Procurement Policy objectives. Analyse Specifications/Terms of Reference. Ensure that requirements are linked to the strategic objectives and budget. Attend to end -users' queries. Participate in stock taking. Filing and record keeping of all documents for audit purpose. Be analytic and innovative in executing tasks as allocated. Compile weekly, monthly, and quarterly reports and reports to the Assistant Manager. Ensure compliance with policies and procedures that regulate Supply Chain Management. Perform other duties as allocated by the supervisor. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES : Mr. P. D Motaung Tel No: (011) 933 0534
APPLICATIONS : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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 disabilities are encouraged to apply.

CLOSING DATE : 12 February 2021

POST 02/115 : **OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: CHBAH 356 (X5 POSTS)**
Directorate: Employee Wellness Program

SALARY : R257 508 – R303 339 per annum (Level 07)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : A Bachelor's Degree / National Diploma in Occupational Health and Safety or equivalent NQF level 6 qualification with 360 credits in Environmental Health / Safety Management qualification in Occupational. At least 2 – 5 years'

experience in Occupational Health and Safety setting in Private or Public Sector. NOSA registration. A valid driver's licence and Computer literacy (Ms Office, Excel, PowerPoint). Ability to communicate well with people at different levels and backgrounds. Sound Organization skills. Good telephone etiquette and interpersonal skills. Must be able to work under pressure and to take initiative. Ability to organize and plan. Knowledge of the Occupational Health and Safety Act 85 of 1993. Knowledge of Basic Conditions of Employment Act 75 of 1997; Directive on the determination of Leave of Absence in the Public Service 2009 as amended; Compensation of Occupational Disease Act 130 of 1993; Employee Health Wellness Framework 2008 as well as HIV & AIDS and STI National Health Strategic plan 2012 – 2016. Knowledge of Labour relations Act 103 of 1994; Ottawa charter for Health promotion 21 of 1986 and Minimum Information and Security Standards (MISS). Quality assurance, National Core Standards, Health and Safety and Infection Control principles. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES : Provide a Comprehensive Occupational Health and Safety Services as required by OHS Act no 85 of 1993, COID Act no. 130 of 1993. Coordinate safety, health, environment, risk and quality training. Ensure that all staff have access to (SHERQ policies and conduct health safety (Inspection). Coordinate the establishment of and functioning of the Safety Committees. Ensure and maintain proper record keeping. Collaborate with other areas of specialisation within the department to ensure departmental programmes are aligned with the relevant legislation. Implement and monitor adherence to National Core/ Ideal Hospital and other Health standards and norms. Submission of weekly reports on risks and interventions on the allocated Functional Business Unit. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES : Mr. V Adoons Tel No: (011) 933 8885
APPLICATIONS : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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 disabilities are encouraged to apply.

CLOSING DATE : 12 February 2021

POST 02/116 : **ADMINISTRATION CLERK (TRANSPORT) REF NO: LEBO-ADMIN/01/2021**

SALARY : R173 703 per annum (plus benefits)
CENTRE : Lebone College of Emergency Care, Arcadia, Pretoria

- REQUIREMENTS** : Grade 12 with 1-2 years Administration and Transport experience. Computer literacy (MS Word, Excel, Outlook etc). Good inter personal communication skills (written and verbal). Must be able to work under pressure, Prioritize workload and have administration skills. Valid code C1 driver's license with PDP.
- DUTIES** : General Administration: typing of submissions, letters regarding traffic offences, Reporting of accidents/loss/damages, Daily issuing and filling of trip authorities per vehicle, Vehicle inspections to be done daily/weekly/monthly, Vehicle checklist to be completed prior and after every trip, Logbooks to be closed monthly, Ensuring vehicles are operational, Booking and taking vehicles to services/maintenance/repairs as required Roadworthy (COF), licensing, accidents, fuel/ maintenance cards, All transport related duties and instructions given to ensure the Transport section is operational, registrations as the representative for College fleet with the Licensing Department, Responsible for collecting and delivery of College related documents/files to and from Head office/stakeholder as required including traffic offence from the Post office.
- ENQUIRIES** : Ms B Ramatsetse Tel No: (012) 356 8098
- APPLICATIONS** : Applications must be delivered to Lebone College of Emergency Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia or can be post to Lebone College of Emergency Care, PO Box 26876, Gezina 0031.
- CLOSING DATE** : 05 February 2021
- POST 02/117** : **MATERIAL RECORDING CLERK REF NO: CHBAH 357 (X3 POSTS)**
Directorate: Supply Chain Management
- SALARY** : R173 703 – R204 612 per annum (Level 05)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Matric / Grade 12 certificate or equivalent. Computer literate (Ms Word, Ms Excel, Ms Power Point and Internet). Knowledge of SAP and SRM system. Knowledge of Procurement processes. Ability to work under pressure. Excellent interpersonal skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge of the Batho Pele Principles and Labour Relations processes. Comply with the rotation roster in various SCM- Sub Business Units.
- DUTIES** : Request quotation from vendors. Compile documents for vetting Committee. Capture requisition on SAP system. Make follow up with Health Processing Centre to create purchase order numbers on processed requisitions. Bar-coding of assets. Conducting assets verification. Filing of all documents for audit purpose. Attend to end users queries. Participate in stock taking process. Update VA11, VA7 and VA10 cards. Issuing stock to end-users. Capturing of goods received voucher, processing web cycles and liaising with suppliers. Ensure that all regulations, delegations and policies are adhered to. Compile weekly and monthly reports and submit to the supervisor. Perform other duties as allocated by the supervisor. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Ms Susan Taljaard Tel No: (011) 933 8796
- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct

verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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 disabilities are encouraged to apply.

- CLOSING DATE** : 12 February 2021
- POST 02/118** : **MATERIAL RECORDING CLERK REF NO: SBAH 09/2021**
Directorate: Supply Chain Management
- SALARY** : R173 703 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12. 2 years of experience in Supply Chain Management or related, procedures and policies. An applicable 3 year tertiary Degree/Diploma will be an added advantage. Proven computer literacy in MS Office package (MS word, MS Excel and MS Outlook), Data management skills and filing skills. Ability to maintain good interpersonal relationships. Ability to work under tight deadlines and pressure. A valid driver's license.
- DUTIES** : Perform administration duties with regards to Supply Chain Management services including ware house management. Completion of SAP related forms. Capturing of data, capture data on the SAP/SRM systems. Receiving and issuing of stock and equipment, asset management, warehouse management and stocktaking.
- ENQUIRIES** : Mr. D Moraswi Tel No: (012) 354 5159
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 05 February 2021
- POST 02/119** : **ENROLLED NURSING ASSISTANT REF NO: TDH2021/04 (X1 POST)**
Directorate: Nursing
- SALARY** : R171 381 – R242 166 per annum (Plus Benefits)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Qualifications that allows registration with SANC as Staff Nurse. Current registration with SANC as Staff Nurse. Grade 1: Minimum of 2years appropriate experience after registration as Staff Nurse. Competencies/knowledge: knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal principles. Basic communication skills, interpersonal skills, elementary writing and ability to function as part of a team. Knowledge of Batho Pele principles and Patients' Rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays.
- DUTIES** : Measure, interpret and record vital signs. Give Health Education to patients. Assist Professional Nurse with procedures. Provide elementary Nursing service under the supervision of a Professional Nurse within the scope of practice as defined by the South African Nursing Council. Maintain the code of conduct as required in the Public Service. Perform all duties as delegated by the Supervisor/Manager. Work with other stakeholders and be an advocate for the patient.
- ENQUIRIES** : Mr Budzwa TF Tel No: (012) 354- 7600
APPLICATIONS : All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or Candidates should apply directly to the Hospital in HR Department
- CLOSING DATE** : 05 February 2021

- POST 02/120** : **PORTER SUPERVISOR REF NO: TRH 01 /2021**
 Directorate: Admin/Support
 Re-Advert Candidates who previously applied are encouraged to re-apply
- SALARY** : R145 281 per annum (Level 04)
CENTRE : Tshwane Rehabilitation Hospital
REQUIREMENTS : Grade 12 Certificate with 3 years experience as a Porter or Grade 10 with more than 5 years experience as a Porter. Basic computer literacy, Good verbal and written communication skills. Ability to work effectively in a team. Ability to work under pressure. Good communication and interpersonal skills. Meeting deadlines and setting goals. Must be physically fit to handle repetitive work.
- DUTIES** : Supervision of Porter services which includes duty scheduling, leave planning and discipline. Loading and off-loading patients from ambulances and private cars. Regular walk about to assess the state of pottering services. Compile statistics for pottering services, placing orders for uniforms and also ensure that all porters wear it. Monitor and ensure that oxygen gas cylinders are replaced as needed. Deal with all Porters issues that needs attention. Transporting of patients between various departments within the hospital. Ensure appropriate management of wheelchairs and stretchers. Ensure that all employees under your supervision comply with HR prescripts i.e. leave management, PMDS, Signing of attendance register. Attend meetings and give regular feedback to colleagues. Ensure that support service complies with the national core standard/ ideal hospital tool. Implement and comply with OHS prescripts and infection control in the portering services.
- ENQUIRIES** : Mr G Nkosi Tel. No: (012) 354 – 6735
APPLICATIONS : Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.
- NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualifications, relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than six (6) months old). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. Males and people with disability are encouraged to apply.
- CLOSING DATE** : 05 February 2021
- POST 02/121** : **PHARMACY MESSENGERS REF NO: SBAH 10/2021**
 Directorate: Pharmacy
- SALARY** : R102 534 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 10 or NQF 2. Basic literacy skills (read and write). Basic communication skills. Good interpersonal skills. Basic record keeping skills. Time management and team work.
- DUTIES** : Collection of files from the wards and other units to the pharmacy according to a schedule and when request. Delivery of stock to the wards which includes wards stock, vacuities and medicine packets according to a schedule and when requested. Keeping records of the files collected and stock delivered. Moving of boxes with stock within the pharmacy.
- ENQUIRIES** : Ms. L Deysel Tel No: (012) 354 5159
APPLICATIONS : To Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications 05 February 2021

CLOSING DATE : 05 February 2021

POST 02/122 : **STORES ASSISTANT REF NO: SCM/01/CMJAH/2021**
Directorate: Supply Chain Management

SALARY : R102 534.per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : A minimum of ABET qualification or grade 10 qualification or equivalent qualification. Knowledge: of a limited range of working procedure in respect of stores assistant working environment and elementary duties such as: Stores, document tracking, storage and retrieval, planning and organising. Skills. Basic numeracy, literacy, good communication skills, ability to perform routine tasks and Basic interpersonal relationship skills. Be prepared to work under pressure and able to work in a team. Be prepared to rotate and work shifts. Be prepared to do physical labour. It is a legal requirement that employees wear protective clothing. The following will be an added advantage: Grade 12. Ability to physically move and distribute inventory (consumables/ assets) and heavy lifting of goods.

DUTIES : Ensure proper distribution of stock from warehouse (s) to various departments in the hospital as per requests. Moving of assets (redundant or obsolete and or new) in and out of the wards/ offices as required. Assist with stock take and verification of inventory in the hospital and investigation of discrepancies identified. Housekeeping and packing of storerooms as per Inventory Management SOP's and other regulations. Manage and ensure proper receiving, storage and distribution for Afrox cylinders, Liquid solutions and other consumables for patients into the wards. Handling and resolving of Queries forwarded to the department. Delivery of medical equipment's to relevant wards. Ensure all scrapped and condemned assets are placed in one central place for condemning procedure. Records keeping and filling of relevant documents involved in the process.

ENQUIRIES : Mr. L. Mpya Tel No: (011) 488 3751
APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.

NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a 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. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. Coloured Males and Female, Indian Males and Females, white males and Females are encouraged to apply.

CLOSING DATE : 05 February 2021

POST 02/123 : **MESSENGER REF NO: LOGMES/01/CMJAH/2021**
Directorate: Logistics Management

SALARY : R102 534.per annum plus benefits
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : A minimum of ABET qualification or grade 10 qualification or equivalent qualification. Knowledge: of a limited range of working procedure in respect of working environment and elementary duties such as: courier services, document tracking, safety, planning and organising. Skills: Basic numeracy, literacy, good communication skills, ability to perform routine tasks and Basic interpersonal relationship skills. Be prepared to work under pressure and able to work in a team. Be prepared to rotate and work shifts. Be prepared to do physical labour. It is a legal requirement that employees wear protective clothing. The following will be an added advantage: Grade 12 with 2 years relevant experience. Knowledge about Batho Pele Principles.

- DUTIES** : Provides a 24 hours support service to the Hospital, Collecting TTo's from wards to Pharmacy. Collecting ward stock boxes from the ward to Pharmacy. Collecting drug books, JH paper to Pharmacy and deliver to the wards. Collecting blood from Blood Bank to wards. Collect medical files when requested. Collection of specimen from the wards to the blood bank. Collection of VA 2 forms from the wards to the stores department. Safe keeping of trolleys. Delivery of files within the hospital and externally.
- ENQUIRIES** : Ms. M. Rasenyalo Tel No: (011) 488 3757
- APPLICATIONS** : Should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za Only online application will be considered. Please Use The Reference As The Subject.
- NOTE** The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a 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. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. Coloured Males and Female, Indian Males and Females, White Males and Females are encouraged to apply.
- CLOSING DATE** : 05 February 2021