

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF e-GOVERNMENT**

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

- APPLICATIONS** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown/ Private Bag x112, Marshalltown, 2107 or Applicants can apply online at: www.professionaljobcentregpg.gov.za.
- CLOSING DATE** : 12 March 2021
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID (not older than 6 months) must be attached. General information: Short-listed candidates must be available for interviews at a date and time determined by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the below-mentioned posts.

MANAGEMENT ECHELON

- POST 07/66** : **CHIEF DIRECTOR: RESOURCE MANAGEMENT REF NO: REFS/008103**
(5-year fixed term employment contract)
Chief Directorate: Resource Management
- SALARY** : R1 251 183 per annum (Level 14), (all-inclusive salary package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus a SAQA recognized NQF level 7 qualification in Human Resource Management or equivalent related qualification. 5 years' senior management experience. Well versed in the PFMA and knowledge of all legislation, policies and regulations pertaining to the public sector, including resource management services are essential, specifically: Strategic Human Resource Management, Legal services, Security Services, Auxiliary Services. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>
- DUTIES** : Provide strategic direction on the service delivery mechanisms of the following work streams: strategic planning and reporting; human resource management; legal services; information and communications technology; communications; auxiliary services and facilities management. Engage with internal clients on an ongoing basis and ensure development of appropriate resource management capabilities – leading the change process in the department in terms of policy, process, organizational re-alignment and system improvements and implementation, with the objective of responsive turnaround times. Oversee and monitor the planning, organization, implementation and maintenance of initiatives pertaining to Resource Management services. Ensure development of a service delivery culture and excellent levels of performance across all Resource Management functions. Ensure optimal departmental resources and capacity through both traditional mechanisms and innovative partnership arrangements where necessary – targeting the establishment of a flexible and nimble performance driven organization.
- ENQUIRIES** : Mr. E. Ogle Tel No: (011) 689 6861

POST 07/67 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: REFS/008104**
(5-year fixed term employment contract)
Directorate: Supply Chain Management

SALARY : R1 057 326 per annum (Level 13), (all-inclusive salary package)
CENTRE : Johannesburg
REQUIREMENTS : Matric/Grade 12 plus a recognized NQF 7 qualification in Supply Chain Management or Finance/Commerce. A minimum of 5 years' experience in a middle management role in relation to Supply Chain Management or Finance/Commerce. Vast experience in a Procurement environment is essential. Understanding the public-sector supply chain management and related legislations. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

DUTIES : To lead and manage the Supply Chain Management directorate. The directorate is responsible for Demand Management, Acquisition Management, Logistics and Disposal Management and Asset Management of the department of e-Government. To effectively guide and direct duties in respect of demand management. The demand management activities include the understanding of future needs, identifying critical delivery dates and frequency of needs, linking requirements to the budget, analyzing expenditure based on past spend patterns and future needs, determining specifications, conducting commodity analysis and seeking alternatives at least in case of strategic sourcing, and conducting industry analysis. To effectively guide and direct duties in respect of acquisition management. Acquisition management activities include applying preferential policy objectives, determining market strategy, applying total cost of ownership or life cycle costing principles, compiling bid documentation, tabling recommendations and obtaining approval for award of contracts, undertaking contract administration and gathering performance information. Other duties in respect of Logistics, Disposal and Asset management relates to maintenance of the assets register for the department, management and control of assets, preparation of financial and non-financial reports, managing the receiving and distribution of materials and inventories, expediting orders, transport management, supplier performance management, redundant materials management, crafting strategy to dispose and physical disposals. To guide and manage SCM committees' secretarial functions and ensure adequate record-keeping of associated documentation.

ENQUIRIES : Mr. E. Ogle Tel No: (011) 689 6861

POST 07/68 : **DIRECTOR: PROJECT MANAGEMENT REF NO: REFS/008105**
(Performance –based: 5 Year Fixed - Term Employment Contract)
Branch: ICT

SALARY : R1 057 326 per annum (Level 13), (all-inclusive salary package)
CENTRE : Johannesburg
REQUIREMENTS : An NQF level 7 qualification in Business Management/Information Technology. Minimum of 5 years at a middle management level in project management. At least 3 years' project management experience in an IT environment is required. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

DUTIES : Support organizational strategic priorities by applying strong business and project management skills across the entire lifecycle, from business case to project planning to execution and closing of a project. The incumbent will work with senior government officials and business leaders in developing business cases and implementation plans for major initiatives, game changers and flagship projects within the province. The Director: Project Manager will develop, drive and implement these long-term multi-year and large budget projects. The Director will implement project communication and change management strategy. Other required skills: motivation, delegation, negotiations, conflict resolution, change management, decision making, planning and organization, controlling, human resources management, accountability, risk identification, leadership.

ENQUIRIES : Mr. E. Ogle Tel No: (011) 689 6861

OTHER POSTS

<u>POST 07/69</u>	:	<u>DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: REFS/008106</u> Branch: Corporate Management
<u>SALARY</u>	:	R733 257 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus a National Diploma/Degree in Commerce/Business related. Minimum of 3-5 years in a role relating to strategic planning and/or business administration. An understanding of National and Provincial Government policy priorities, goals, Outcomes. Knowledge of Public Service Legislative Framework with specific reference to the Public Finance Management Act, Treasury Regulations, DPME and Treasury guidelines, prescripts and relevant legislation. Working knowledge of the public service. Project, human resources and financial management skills.
<u>DUTIES</u>	:	Formulate, revise, develop and manage the execution of the Department's strategic plan, all statutory plans and reporting and policy plans. Analyze the performance environment of the Department and facilitate the development of macro and operational plans to support they delivery of the mandate of the departments within that environment. Conduct research, develop and maintain baselines for strategic and operational plans. Analyze planning and reporting related statistics. Analyze all performance reports and report to relevant managers on findings. Implement and manage the data verification process in line with the departmental objectives. Monitor and evaluate the implementation of the strategic plan through annual performance plans, operational plans, statutory quarterly and annual reports. Formulate, develop and manage the execution of the Departmental Reporting Plans with due consideration of the strategic direction of the Department and the Provincial Department of Gauteng. Develop reporting tools in consultation with the Province. Compliance with the Promotion of Access to Information Act, all legislative and regulatory obligations of the Department and the Provincial Government with regard to performance information. Compile reports for the Audit Committee on the qualitative performance of the Department. Implement and adhere to these policies, guidelines, prescripts, strategies, etc.; Manage and implement effective efficient management information systems of all strategy and operational plans. Rationalize unnecessary duplication and redundancy of inefficient strategies.
<u>ENQUIRIES</u>	:	Ms. Nonhlanhla Mabuza Tel No: (011) 689 8511
<u>POST 07/70</u>	:	<u>DEPUTY DIRECTOR: CONSTRUCTION DEVELOPER REF NO: REFS/008107</u> Branch: ICT
<u>SALARY</u>	:	R733 257 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 plus a National Diploma/Degree in ICT or related NQF6 qualification. Trained or Certified in Azure Analytic solutions such as Data Factory, Data Bricks and Power BI. Training in Business Analysis or Data Analysis. 3-5 years' experience in Experience in Data Extraction, Transformation and Loading, understanding the data landscape and building of custom extractors and cubes from various source systems, SQL tables and custom SQL extractors. Experience in Data Modelling, Data Warehousing and Data Analytics Solutions. Experience in GIS Analytic Development will be advantageous.
<u>DUTIES</u>	:	Liaise with customer and management to determine their requirements. Create and document application functions, specifications, designs and other documents required by the SDLC. Research and assist the manager in proposing appropriate solutions for various business requirements. Develop and apply complex modifications/enhancements to existing applications. Develop and create complex code for various applications. Execute application testing, modular testing and peer testing. Provide technical advice to developers in terms of best practices to be deployed. Provide a structured approach to development work. Coach other developers in order to enhance their skills and maintain high levels of coding standards. Assist and actively support developers in problem solving and issue resolution. Follow-up and correct errors on implemented applications. Continually review and propose enhancements to improve current applications. Actively

monitor various applications and produce the reports. Ensure that user application training is conducted and is successful.

ENQUIRIES : Mr. Themba Psungo Tel No: (011) 689 6980

POST 07/71 : **DEPUTY DIRECTOR: WAREHOUSE DESIGNER REF NO: REFS/008108**
Branch: ICT

SALARY : R733 257 per annum (all-inclusive salary package)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 plus a National Diploma/Degree in ICT or related NQF6 qualification. Trained or Certified in Azure Analytic solutions such as Data Factory, Data Bricks and Power BI. Training in Business Analysis or Data Analysis. Experience in Data Extraction, Transformation and Loading, understanding the data landscape and building of custom extractors and cubes from various source systems, SQL tables and custom SQL extractors. Experience in Data Modelling, Data Warehousing and Data Analytics Solutions. Experience in GIS Analytic Development will be advantageous.

DUTIES : Liaise with customer and management to determine their requirements. Create and document application functions, specifications, designs and other documents required by the SDLC. Research and assist the manager in proposing appropriate solutions for various business requirements. Develop and apply complex modifications/enhancements to existing applications. Develop and create complex code for various applications. Execute application testing, modular testing and peer testing. Provide technical advice to developers in terms of best practices to be deployed. Provide a structured approach to development work. Coach other developers in order to enhance their skills and maintain high levels of coding standards. Assist and actively support developers in problem solving and issue resolution. Follow-up and correct errors on implemented applications. Continually review and propose enhancements to improve current applications. Actively monitor various applications and produce the reports. Ensure that user application training is conducted and is successful

ENQUIRIES : Mr. Themba Psungo Tel No: (011) 689 6980

POST 07/72 : **DEPUTY DIRECTOR: TECHNICAL WRITER REF NO: REFS/008078**
Directorate: Centre of Innovation

SALARY : R733 257 per annum (all-inclusive salary package)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 plus a SAQA recognized NQF 6 qualification in IT or System Development. A minimum of 3-5 years' experience in the field of technical writing. Good understanding of software development. Ability to adapt the writing process to match the various stages of SDLC requirements. Ability to translate technical terms into layman's terms.

DUTIES : Prepare simple, readable, audience-focused, original documents for application functionalities, enhancements and updates. Checking the documents for clarity of the language, accuracy, spellings and syntax errors. Verifying the clarity, completeness, accuracy and quality of technical documents. Research available product information, interview remote and local technical experts, conduct independent tests of technical features and software/documentation usability. Function as a member of a cross-functional software team in an agile development environment. Collaborate with application management, software engineers, quality assurance engineers and support personnel to produce product documentation based on established deadlines and milestones. Attend and report regular team meetings. Perform and implement technical and peer reviews of application documentation. Understand different user levels and write to the appropriate level. Adhere to department standards, including templates and style guides. Provide status updates on projects as required by management. Co-ordinate with other technical writers on documentation projects. Develop working knowledge of product functional areas as assigned.

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

POST 07/73 : **DEPUTY DIRECTOR: PERFORMANCE TESTER REF NO: REFS/008079**
Directorate: Centre of Innovation

SALARY : R733 257 per annum, (all-inclusive salary package)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 plus a SAQA recognized NQF 6 tertiary qualification in IT. A recognized performance testing qualification will be an added advantage. A minimum of 3-5 years' experience as an Application Developer or Performance Tester. ITIL Service Level Management certification will be an added advantage.

DUTIES : Gather performance testing requirements. Conduct system performance testing to ensure system reliability, capacity and scalability. Work with testing team to develop performance test plans and cases. Develop automated scripts for the initiatives using protocols such as Web (HTTP (s) /HTML) and on applications based on adopted technologies. Develop customized codes in the script in C language for optimizing and enhancing scripts. Analyze test results and coordinate with development teams for bug fixes. Develop automated test results scenarios and environments for performance testing. Generate test summary reports for management review. Analyze root causes of performance issues and provide corrective actions. Suggest new tools and techniques to improve testing efficiency. Assist in project planning, scheduling, budgeting and tracking activities. Provide support in project design, development and deployment activities. Review and recommend improvements to existing test procedures.

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

POST 07/74 : **DEPUTY DIRECTOR: FUNCTIONAL TESTER REF NO: REFS/008081**
Directorate: Centre of Innovation

SALARY : R733 257 per annum, (all-inclusive salary package)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 plus a SAQA recognized NQF level 6 tertiary qualification in IT. A recognized project management qualification will be an added advantage. A minimum of 3-5 years' experience in system development or functional testing. 3 years' experience as a System Analyst will be an added advantage.

DUTIES : Provide support in all phases of functional test execution and documentation. Identify bugs and monitor defect tracking systems. Develop acceptance functional test procedures to meet customer requirements. Communicate test results and perform tracking of non-testable software. Develop functional testing plans and perform end-to-end phases of test execution. Document functional, regression and acceptance testing procedures. Review all functional test plans and develop quality assurance test plans. Track defects found at software release phase and develop test data to be used in software development life cycle. Ensure applications are fully regression testable and delivered on schedule.

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

POST 07/75 : **DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: REFS/008084**
Directorate: Centre of Innovation

SALARY : R733 257 per annum, (all-inclusive salary package)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 plus a SAQA recognized NQF 6 qualification in Quality Management or Total Quality Management. At least 3-5 years' experience in a key role leading Quality Management environment.

DUTIES : Maintain quality management system and produce the required management reports. Identify, adapt and implement most appropriate business process improvement and quality assurance frameworks and methodologies. Conduct evaluations and assessments of current practices to identify strategies for process and quality improvements, and for the delivery of effective programs and individualized services. Evaluate programs relating to compliance with accreditation and/or certification standards; coordinate and/or assist in activities regarding the development and implementation of plans and time frames for correcting deficiencies involving these standards. Design research and program evaluation projects; develops and establish systems for collecting data; analyze

statistical data collected from these studies; and prepare both technical and general reports, summarizing results and making recommendations. Develop and maintain policies and procedures, operational guideline, and contractual agreements relating to compliance standards. Manage Quality Assurance staff and daily operations.

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

POST 07/76 : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMME (EHWP) REF NO: REFS/008099**
Directorate: Human Resource Management

SALARY : R376 596 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : Matric plus National Diploma in Social Science majoring in Psychology or Social Work. A minimum of 2-3 years' experience in the Employee Health & Wellness field. Computer literacy. Knowledge of Human Resource policies.

DUTIES : Ensure continued promotion and awareness of the Employee Wellness within the department. Refer employees to external service providers for individual group intervention. Designing and implementing interval EHWP policies that are in line with Provincial/National policy guidelines. Building solid partnerships with external stakeholders. Contain trauma incidents or situations and refer affected employees for further assistance. Ensure that sick employees are accommodated at the sick bay. Call ambulance and first aiders when emergency arise. Submit written reports on the progress and activities of the Employee Wellness Programme. Coordinate the training of supervisors and managers in the identification, management, and referral of employees. Design business/operational plans for the EHWP unit. Organize Employee Health & Wellness days where GEMS is invited to do health screening including HCT for all employees and give health talks. Interpret the utilization statistics and design and implement appropriate proactive intervention. Organize Employee Health & Wellness in the workplace. Circulate information on HIV/AIDS. Coordinate Peer Education Programme. Organize events such as World aids Day. Ensure that OHS specialists conduct inspections, health and evacuation drills. Provide statistics regarding safety inspections, health and safety incidents. Ensure that the e-Government is compliant with legislative and regulatory requirements with regard to OHS. Organize and facilitate marketing operations to attract more staff members to join gym. Acquire and maintain the necessary gym equipment. Deal with enquiries, complaints and emergencies.

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

POST 07/77 : **SENIOR ADMIN OFFICER: STORES REF NO: REFS/008086**
Directorate: Supply Chain Management

SALARY : R316 791 per annum (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : Matric plus National Diploma (NQF6) in Finance/ Accounting/ Supply Chain Management. 2-3 years' experience in Finance/Supply Chain Management.

DUTIES : To supervise the work activities such as receiving, record keeping, issuing, dispatching and stock keeping of physical inventory reconciliation staff policies and procedures. To manage a physical store location, its operational logistics and staff. To monitor progress of the unit and report to management on a weekly basis. Verifying the accurate data capturing of all stock movement (transactions) onto the inventory control system and receipts onto SAP. Planning the store's lay- out, upgrading and resources. Planning and supervision of physical stock taking items in the store and developing user friendly stock items catalogue. Generate and analyze stock management reports. Ensure that staff gets the required training to perform the job. Application of disciplinary measures where and when required. Do the staff evaluation and feedback. Ensure continuous improvement of our performance by continuous revising working procedure and keeping up to date with the latest best practices.

ENQUIRIES : Ms. Sithembile Buthelezi (011) 689 6527

POST 07/78 : **PRACTITIONER: PAYROLL SERVICES REF NO: REFS/008101 (X5 POSTS)**
 Directorate: Payroll Services

SALARY : R257 508 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus National Diploma/Degree in HR or related with 1-2 years' experience in HR environment. Knowledge and Experience of Persal and BAS system would be added advantage. Financial background. Payment of allowances.

DUTIES : Salary amendments administration. In service debt administration. Benefit amendments administration. Bank details amendment. Query handling. Termination administration. Transfer administration. Employee tax amendments administration on termination/transfer. Salary amendments administration. In service debt administration. Benefit amendments administration. Query handling.

ENQUIRIES : Mr. Leon Steyn Tel No: (011) 689 8400

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 07/79 : **CLINICAL MANAGER GRADE 1 REF NO: CLIN-MAN-01/TMRH (X2 POSTS)**
 Directorate: Medical
 This is a re-advertisement and applications who previously applied are encouraged to re-apply

SALARY : R1 173 900 – R1 302 849 per annum
CENTRE : Thelle Mogoerane Regional Hospital
REQUIREMENTS : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner and proof of current HPCSA registration (2020-2021). A minimum of three (3) years appropriate experience after registration with HPCSA as a Medical Practitioner. Post graduate management qualification will be an added advantage. Computer literacy in Microsoft Package (Word, Excel and Power Point) and a valid driver's license. Knowledge in Administration, Finance and Supply Chain Management. Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound knowledge and ability to implement policies and Public Service Legislative framework (such as National Health Act, PFMA, PSA and its regulations, Mental Health Act, and other relevant statutes). Must be able to work under pressure, cope with high workload and be willing to manage the hospital after hours.

DUTIES : Responsible for the leadership and management of the delivery of clinical services to patients referred to Thelle Mogoerane Regional Hospital. Participate actively in administrative duties of the Departments. See to it that quality assurance, including clinical audit, is conducted in the Department in line with Ideal Hospital Framework and lead the department. Serve as the senior member of the hospital executive management team. Actively contribute to the formulation and implementation of the hospital operational plans. Support the hospital Executive and General Management with the day to day running of the department. Assist the EXCO in the discharge of any responsibilities which have been delegated. Participate in the management of activities of Thelle Mogoerane Regional Hospital as a whole and attend all applicable management meetings. Ensure the employment of previously disadvantaged individuals in terms of race, gender and disability to enhance equity. Management of personnel performance and review thereof, (Contracting, review and final assessment). Report to the Office of the CEO. Perform any other duties delegated by the supervisor. Ability to work with people.

ENQUIRIES : Dr M.M. Malaka Tel No: (011) 891 7318

<u>APPLICATIONS</u>	:	should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main HR Reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
<u>NOTE</u>	:	The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost People with disabilities are welcome to apply Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months) Applicants must indicate the post reference number on their applications Failure to submit the required documents will result in the application not being considered Qualifications of candidates recommended for appointment will be verified Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA).Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records Applications received after closing date will not be accepted The Department reserves the right to not make an appointment/fill the post Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional 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 Please Note: The Public Service does not charge any fees for applying for posts. TMRH 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. The department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	12 March 2021
<u>POST 07/80</u>	:	<u>MEDICAL SPECIALIST GRADE 1, 2 AND 3 REF NO: REFS/007984</u> Directorate: Forensic Medical Services
<u>SALARY</u>	:	Grade 1 R1 106 040 per annual (All-inclusive package) Grade 2: R1 264 623 per annum (all-inclusive package) Grade 3: R1 467 651 per annum (all-inclusive package)
<u>CENTRE REQUIREMENTS</u>	:	Diepkloof, Germiston and Johannesburg FPS facilities Appropriate qualifications with proof of current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology and/or Anatomical Pathology. This is a consultant position on the JOINT Staff Establishment of the Gauteng Forensic Pathology Service (Southern Cluster) and the Department of Forensic Medicine and Pathology, University of the Witwatersrand. Experience: OSD Grade 1 : None after registration with the HPCSA as a Medical Specialist. OSD Grade 2 : minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist. OSD Grade 3 : A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist. Valid (Code E/B) driver's license; Willingness to perform duties outside of normal hours and away from base of employment when required, including overnight and weekend calls, with availability at the relevant Facility / scene within 30 - 45 minutes of the call being logged; Offering professional consultation with relevant stakeholders and provide judicial testimony in Court as required; Ability to work efficiently with co-workers, supervisors and other external agencies e.g. SAPS and NPA; Willingness to keep informed of new developments in Forensic Pathology and Medicine and thus, contribute to the promotion of the Academic Department locally and internationally; Making contributions to assist with training and formulation of policies and procedures for the Department and the Forensic Pathology Service. Computer literacy; Ability to draft, interpret and apply policies and have good communication-, interpersonal relationship-, development- and teaching skills; Ability to be methodical, detail-orientated, uphold high standards and be able to work under pressure and meet deadlines; Ability to communicate clearly and discreetly in person and in writing of reports or letters, in English.

- DUTIES** : Assistance to the Head: Clinical Department and Head: Clinical Unit in rendering a sound Forensic Pathology Service by active participation in the routine execution of clinico-pathological duties in the Department, together with support to regional stakeholders; Provision of the full spectrum of forensic pathology and medico-legal death investigation services at consultant level, including death scene attendances, forensic post mortem examinations, compilation of relevant reports and Court attendance; Performance of after-hour services during the day and night in the week and over weekends; Participation in the scientific identification process of unknown decedents, inclusive of but not limited to relevant consultation processes; Assisting with teaching and training programs related to under- and postgraduate students, as well as Forensic Pathology Service personnel and other participating stakeholders; Participation in death review programs, in stakeholder interactive programs and in academic programs affiliated to the associated tertiary institution(s); Assisting the Head: Clinical Unit and FPS Management Staff with academic and administrative management duties, including maintaining appropriate OHS.
- ENQUIRIES** : Diepkloof FPS Dr Holland Tel No: (082) 781 5571 Johannesburg FPS Dr. Ngude (011) 489 1618 Ga- Rankuwa Tel No: (082) 782 1211 and Springs FPS Dr Tel No: (082) 781 6874
- APPLICATIONS** : Applications must be delivered to:- Forensic Medical Service 11 Diagonal Street 13 floor, reception, can be posted to:- Forensic Medical Service P.O Box 7128 Johannesburg, 2000. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address or at the Center where the post is allocated.
- NOTE** : Gauteng Forensic Medical Service is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed Z83 form with a comprehensive CV containing contactable references as well as certified copies of qualifications and identity document. The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority.
- CLOSING DATE** : 12 March 2021
- POST 07/81** : **DENTAL SPECIALIST GRADE 1/2/3 REF NO: DENTSPEC/01/21 (X1 POST)**
Directorate: Maxillofacial and Oral Surgery
- SALARY** : R1 106 040 – R1 467 651 per annum (inclusive package), excl commuted overtime
- CENTRE** : Wits Oral Health Centre
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Dental Specialist in Maxillofacial and Oral Surgery. Registration with HPCSA as a Dental Specialist within the relevant discipline Maxillofacial and Oral Surgery. Appropriate Clinical experience as Specialist in Maxillofacial and Oral Surgery after registration with Health Professional Council of South Africa.
- DUTIES** : Implementation, monitoring and evaluation of academic dental services on the Oral Health Teaching platform. Supervisory and administrative role with regards to teaching and training of both undergraduate and postgraduate students. Responsible for quality assurance of teaching/training and clinical governance. Carry out own and supervise research. Participate in any other activity as directed by the Head of Department.
- ENQUIRIES** : HR Manager: Mr. P.F Monama Tel No: (011) 481- 2099
- APPLICATIONS** : Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown No faxed /E-mailed applications will be accepted.
- NOTE** : Applicants to attach certified copies of all the necessary documents (qualifications) to the application including a valid identity document (date of certification not older than six (6) months), CV with minimum of at least three (3) referees, relevant certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.

CLOSING DATE : 12 March 2021

POST 07/82 : **MEDICAL SPECIALIST REF NO: HRM 14/2021**
Directorate: Obstetrician and Gynecologist

SALARY : R1 106 040 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MBChB, FCOG or Mmed. Sub-specialty in Maternal and Fetal Medicine is preferred.

DUTIES : the successful candidate will work predominantly in the Obstetrics and Maternal and Fetal Medicine divisions of the department and some of the work will include gynecological care. This includes allocation for after hour services. The post includes teaching and training of under- and post-graduate students in the department. The successful candidate will be required to participate in the departmental research initiative and in departmental outreach programs.

ENQUIRIES : Prof. P Soma-Pillay Tel No: (012) 354 2366
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 : 12 March 2021

POST 07/83 : **PN-A9 MANAGER: NURSING (LEVEL 3 HOSPITAL) REF NO: HRM 16/2021**
Directorate: Nursing

SALARY : R949 482 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12.Basics R 425 qualification (i.e. diploma /degree in nursing) or equivalent qualification that allows registration with the SANC as a professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional nurse with the South African Nursing Council .Nursing Management qualification with South African Nursing Council. At least 5 years of the period referred to be above must be appropriate/recognizable experience at management level, at least from an Assistant Manager's level .in a hospital environment .Post basic qualifications will be an added advantage. Valid EB driver's license .Computer literacy .Current South African Nursing council annual practicing certificate .Service certificate compulsory .Strong leadership, good communication, report writing ,co-ordination and sound interpersonal skills are necessary .In depth knowledge and understanding of health –related Acts ,regulations ,guidelines, statutory body's acts and regulations and other related policies.

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

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.

CLOSING DATE : 12 March 2021

POST 07/84 : **MEDICAL OFFICER GRADE 1, 2 AND 3 REF NO: REFS/008030**
Directorate: Clinical Forensic Medicine (CFM)

SALARY : Grade 1: R821 205 per annum (all-inclusive package)
Grade 2: R938 964 per annum (all-inclusive package)
Grade 3: R1 089 693 per annum (all-inclusive package)

CENTRE : Forensic Medical Services

REQUIREMENTS : Appropriate qualification (MBBCh/MBChB) that allows registration with the HPCSA as a Medical Practitioner and proof of current registration; **Grade 1:** No experience required after registration as Medical Practitioner with the HPCSA; **Grade 2:** A minimum of 5 years' appropriate experience after registration with HPCSA as a Medical Practitioner; **Grade 3:** A minimum of 10 years' appropriate experience after registration with HPCSA as a Medical Practitioner. Extensive knowledge in the management of patients in CFM. Valid driver's license. Computer literate.

DUTIES : Clinical - rendering of comprehensive management of CFMS patients: Gender Based Violence (GBV), sexual assault and domestic violence. Writing of J88, professional and expert in court, doctor in charge. Educational responsibility – plan, organize, give lectures / training/ demonstrations. Orientation of staff. Maintain clinical standards. Research. Administration and management of clinic together with unit manager.

ENQUIRIES : Dr L.A Kunene Tel No: (082) 6859946

APPLICATIONS : must be delivered to: Forensic Medical Service 11 Diagonal Street 13 floor, reception, can be posted to:- Forensic Medical Service P.O Box 7128 Johannesburg 2000. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.

NOTE : Gauteng Forensic Medical Service is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed Z83 form with a comprehensive CV containing contactable references as well as certified copies of qualifications and identity document. The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority.

CLOSING DATE : 12 March 2021

POST 07/85 : **MEDICAL OFFICER GRADE 1, 2 AND 3 REF NO: REFS/007983**
Directorate: Forensic Medical Services

SALARY : Grade 1: R821 205 per annum (all-inclusive package)
Grade 2: R938 964 per annum (all-inclusive package)
Grade 3: R1 089 693 per annum (all-inclusive package)

CENTRE : Ga-Rankuwa (X2 Posts)
Heidelberg (X1 Post)
Germiston FPS (X1 Post)

REQUIREMENTS : Appropriate qualification (MBBCh/MBChB) that allows registration with the HPCSA as a Medical Practitioner and proof of current registration; **Grade 1:** No experience required after registration as Medical Practitioner with the HPCSA; **Grade 2:** A minimum of 5 years' appropriate experience after registration with HPCSA as a Medical Practitioner; **Grade 3:** A minimum of 10 years' appropriate experience after registration with HPCSA as a Medical Practitioner. Ability and willingness to perform duties outside of normal hours and away from base of employment when required, including overnight and weekend calls, with availability at the relevant Facility / scene within 30 - 45 minutes of the call being logged; A valid code 8 driver's license; Willingness to perform medico-legal death investigations, including performance of forensic autopsies; Willingness to give evidence in Courts; Computer literacy (MS Word, Outlook, Excel and PowerPoint); Willingness to obtain the CMSA Dip For Med(SA) qualification within 1 year to 18 months; Good

		working knowledge of relevant FPS legislation; Good written and verbal communication skills and interpersonal skills.
<u>DUTIES</u>	:	Providing comprehensive medico-legal investigation of death services, inclusive of death scene attendance, after-hour services during the week and over weekends, performance of forensic post mortem examinations including medico-legal autopsies, preparation of relevant medico-legal reports and court attendance; Supporting the implementation of a standardized, quality forensic pathology service; Completing documents for statistical and data analysis purposes; The maintenance of records and reports including archiving and filing; Participation in teaching, research and learning activities in the Department; Assisting the Head: Clinical Unit in service and management duties; Rendering other related professional services and duties as may be assigned from time to time.
<u>ENQUIRIES</u>	:	Ga-Rankuwa FPS: Dr. K.K Hlaise Tel No: (012) 521 4199 Germinston FPS: Dr. Kryzstofiak Tel No: (082) 781 6874
<u>APPLICATIONS</u>	:	must be delivered to:- Forensic Medical Service 11 Diagonal Street 13 floor, reception, can be posted to:- Forensic Medical Service P.O Box 7128 Johannesburg 2000. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address: at the center where the post is allocated.
<u>NOTE</u>	:	Gauteng Forensic Medical Service is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed Z83 form with a comprehensive CV containing contactable references as well as certified copies of qualifications and identity document. The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority.
<u>CLOSING DATE</u>	:	12 March 2021
<u>POST 07/86</u>	:	<u>MEDICAL REGISTRAR REF NO: HRM 15/2021</u> Directorate: Internal Medicine
<u>SALARY</u>	:	R821 205 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	MBChB/ MBCh. Registration as a Medical Practitioner with the HPCSA. Must have completed community service. Short courses e.g. ACLS, ATLS and Life support strongly recommended. Primaries strong recommendation. After hour duties is a necessity.
<u>DUTIES</u>	:	Render clinical services and show academic progression and complete research dissertation within four year contract. Service delivery: Patient care of all in-and-outpatients in the department as per rotation. Consultations from and all departments of SBAH on Registrar level. Supervision of all rotating pre-graduate students, Interns and junior colleagues in clinical practice. Rotation to sub-specialties and facilities accredited by the University of Pretoria.
<u>ENQUIRIES</u>	:	Prof. GR Tintinger Tel No: (012) 354 2112
<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.
<u>CLOSING DATE</u>	:	12 March 2021
<u>POST 07/87</u>	:	<u>REGISTRAR (DENTAL): PROSTHODONTICS REF NO: REGPRO/03/21</u>
<u>SALARY</u>	:	R821 205 – R858 711 per annum (inclusive package), exc. commuted overtime
<u>CENTRE</u>	:	Wits Oral Health Centre
<u>REQUIREMENTS</u>	:	Registration with HPCSA as Dentist in category Independent Practice. Two years' experience as a Dentist excluding Community Service. Working in public service in

the rural areas is a strong recommendation. The Applicant must show a specific interest in Prosthodontics.

DUTIES : Incumbents will follow a course of study which on successful completion will entitle the graduate to register with HPCSA as a specialist in Prosthodontics. This requires treatment of variety of patients in oral and craniofacial rehabilitation, carry out and present a research report, assist with training of undergraduate students and involvement in the administrative duties of the department.

ENQUIRIES : HR Manager- Mr. P.F Monama Tel No: (011) 481- 2099

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

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

CLOSING DATE : 12 March 2021

POST 07/88 : **ASSISTANT MANAGER NURSING SPECIALTY – (ICU/TRAUMA/ THEATRE TECHNIQUE) REF NO: JUB01/2021**
 Directorate: Nursing
 Re: Advert

SALARY : R614 991 – R692 166 per annum (Plus Benefits)

CENTRE : Jubilee District Hospital

REQUIREMENTS : Diploma/degree in nursing that allows for registration with SANC as a Professional nurse. A post basic qualification in ICU/Trauma/Theatre technique. Diploma /degree in nursing administration will be an added advantage. A minimum of 10 years appropriate/recognisable experience in nursing as a Professional nurse. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining a post basic qualification in ICU/Trauma/Theatre technique. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. A certified copy of the current SANC receipt. Good communication; report writing; co-ordination; facilitation; liaison; leadership & analytical skills. Problem solving; negotiation; change management; planning and organizing skills. Ability to network and manage information. Ability to work under pressure.

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

ENQUIRIES : Ms T Khuvutlu-Ngwenya Tel No: (012) 717 9441

APPLICATIONS : Documents must be submitted to Jubilee District Hospital Human Resource Department Private 0000000 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 : 12 March 2021

<u>POST 07/89</u>	:	<u>HEAD OF DEPARTMENT STUDENT AFFAIRS DEPARTMENT REF NO: REFS/008095</u> Directorate: Nursing Education and Training
<u>SALARY</u>	:	R579 696 per annum (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Campus
<u>REQUIREMENTS</u>	:	A Grade 12/National Senior Certificate or equivalent qualification. A Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/ Accoucheur. A Post-basic qualification in Nursing Education registered with SANC. A Post-basic qualification in Nursing Administration registered with SANC. Proof of current registration with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing/Midwife. A minimum of 5 years, of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the post –basic qualification in Nursing Education. Knowledge of relevant Acts and legislations, Code of ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resource and Finance management. Knowledge of procedures and processes related to examinations and management of data/records. Problem solving and analytical thinking skills. Sound communication and leadership skills. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Computer literacy (Microsoft Office: word, excel, PowerPoint, teams, skype and outlook. Valid driver's license.
<u>DUTIES</u>	:	Coordinate planning of the master education and student replacement plan of the college. Management of procedures and processes to ensure safety and security of examinations. Administration of student academic information system. Development and ensure implementation of quality assurance programmes. Initiate and/or participate in nursing research. Participate in continuing professional development in Nursing Education and in own field of practice. Serve as a chairperson/member on applicable academic/ management committees, prepare and deliver reports as required. Exercise control and supervision of staff. Facilitate training and guidance of staff. Participate in daily Management of the college. Facilitate budget needs for the Student Affairs. Manage various submissions including facilitation of correspondence in Student Affairs. Manage all functions pertaining to the following: student selection process, appointments, and terminations, registration of students with South African Nursing Council and student records. Collaborate with stakeholders and building of strong relationship with other departments.
<u>ENQUIRIES</u>	:	Ms. P.C Sithole Tel No: (011) 983 3060
<u>APPLICATIONS</u>	:	Applications should be submitted to the Human Resource Department at Chris Hani Baragwanath Nursing College (inside the Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to the Human Resource Department, Private Bag X05, Bertsham, 2013 or apply on line through google chrome http://professionaljobcentre.gpg.gov.za
<u>NOTE</u>	:	All applications must be submitted on a new Z83 job application form (effective from 01 January 2021), CV, valid certified copies of your I.D, current SANC receipt, valid driver's license and qualifications. Certified copy of service records from accredited Nursing Education institution. State all your competencies including computer literacy in your C.V. Certification stamp must not be over six months. Smart card must be copied both sides (Driver's license and ID). Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to the security clearance process (citizenship, criminal records, qualification and financial records). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered.
<u>CLOSING DATE</u>	:	12 March 2021 12H00

POST 07/90 : **OPERATIONAL MANAGER SPECIALTY PNB -3 REF NO: TMRH-03-SEP (X2 POSTS)**

Directorate: Neonatal ICU/ KMC
Pediatrics Ward

This is a re-advertisement and applications who previously applied are encouraged to re-apply

SALARY
CENTRE
REQUIREMENTS

: R562 800 – R633 432 Per annum (plus benefits)

: Thelle Mogoerane Regional Hospital

: Grade 12/STD 10 certificate, Basic R425 qualification or equivalent (i.e. diploma/degree) in nursing that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwifery. Certificate of registration with the SANC as Professional Nurse and proof of current registration. One (1) year post basic nursing qualification in the relevant specialty, accredited with the SANC. Diploma in Administration will be an added advantage. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the one (1) year post basic qualification in relevant specialty. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES

: Ensure effective communication within the health setting. Take charge of a ward/unit and ensure smooth running. Development SOPs and protocols for the department. Supervision and control of all material resources and manage costs, strict control of equipment and budget of the department. Liaise with hospital management regarding complex issues. Maintain sound relations and team work within the department. Ensure optimal utilizations of personnel in the unit. Ability to deal with conflict. Have knowledge of DoH policies and National Core Standards. Ensure training needs are met by staff. Quality patient care with prevention of Patient Safety Incidents. Programme of skilling staff through in-service training and demonstration. Develop systems to ensure efficient running of the ward. Conduct PMDS of all staff in the department. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e (Ms Word, Power Point). Ability to work independently and innovatively. Knowledge of nursing care processes, procedures, nursing strategy, and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, organizational, facilitation, presentation and decision-making skills. Problem solving skills within the limit of the public sector and institutional policy framework. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive.

ENQUIRIES
APPLICATIONS

: Mr MTK Zondi Tel No: (011) 891 7299

: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillances required in the HBA, at no cost. Applications should be hand delivered to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE

: 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 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, 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). 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. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. TMRH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. People with disability are encouraged to apply.

CLOSING DATE

: 12 March 2021

POST 07/91

: **OPERATIONAL MANAGER –HAST PNA REF NO: TMRH-03-SEP (X1 POST)**

Directorate: Nursing

This is a re-advertisement and applications who previously applied are encouraged to re-apply

**SALARY
CENTRE
REQUIREMENTS**

: R562 800 – R633 432 Per annum (plus benefits)

: Thelle Mogoerane Regional Hospital

: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic nursing qualification with a duration of at least 1 year accredited with the SANC in a clinical specialty. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical ART and TB services (1). Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively. Knowledge of HIV and TB disease, control, monitoring evaluation, and importance of reporting. nursing strategy, nursing statutes, core standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, organizational, facilitation, presentation and decision-making skills. Problem solving skills within the limit of the public sector and institutional policy framework. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Applicant should be prepared to undergo medical surveillance as an inherit job requirement. Diploma in Administration will be an added advantage, as well as NIMART and NIMDRTB. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES

: To ensure safe and effective clinical nursing practice. Ensure effective management of quality nursing service. Co-ordinate of optimal, holistic quality nursing care provided within set standard and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development mentoring of Operational Managers. Ability and knowledge assess pre ART and mitigate safe initiation of treatment, to minimize complications. Ensure ongoing TB screening, early diagnosis and treatment of TB. Ability to apply strategies of tracking and tracing the lost to follow up (LTF). Provision of quality Nursing care, assist team members with quality Assurance, morbidity and mortality reviews, monthly audits and development of clinical guidelines and policies, do hospital calls. Maintain, manage PMDS of subordinates,

ensure effective communication within the health setting, ensure optimal utilization of personnel in the unit, develop SOPs and protocol for the department, ability to deal with conflict and knowledge of DOH policies, ensure that the National Core Standards are maintained and upheld. Manage the Human Resource in the department and ensure skilling and quality care in the department, manage the department efficiently and cost effectively.

**ENQUIRIES
APPLICATIONS**

: Mr MTK Zondi Tel No: (011) 891 7299
: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillances required in the HBA, at no cost. Applications should be hand delivered to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE

: 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 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, 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). 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. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. TMRH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. People with disability are encouraged to apply.

CLOSING DATE

: 12 March 2021

POST 07/92

: **OPERATIONAL MANAGER: PHC SUB DISTRICT 5 PNB-4 REF NO:
TDHS/A/2021/20 (X1 POST)**
Directorate: District Health Services

**SALARY
CENTRE
REQUIREMENTS**

: R562 800 – R633 432 per annum per annum (plus benefits)
: Tshwane Health District Services: Refilwe Clinic
: Basic qualification accredited with SANC in terms of Government Notice R425 (Degree or Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post basic nursing qualification (PHC), with duration of at least 1 year accredited with SANC in terms government notice no 212 plus A Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma). Qualification of a minimum duration of one year in Nursing Administration/Management or in Health Care Services. Management obtained from a recognized and registered tertiary institution and similarly, recognized by SAQA. A minimum of 9 years appropriate and recognizable Experience in nursing post registration as a professional nurse, at least 3 years of the period referred to above must be appropriate and recognisable experience in nursing management. Computer literacy in at least (MS Word, Excel, Power-point & Outlook). A Valid

<u>DUTIES</u>	:	Driver's license is essential. Demonstrate knowledge of legislation relevant to health care services. Management of the facility by providing comprehensive Primary Health Care services to the communities. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele Principles, Patients' Rights Charter.
	:	Provide administrative services, as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Extensive Knowledge of the application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Use of technology to communicate (i.e. analyse data, documents, compile necessary reports, identify gaps and take remedial steps as well as overall Monitoring & Evaluation. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services. Oversee, implement and sustain Ideal Health Facility Realization programme. Possess computer literacy skills and extensive competency in report writing skills.
<u>ENQUIRIES</u>	:	Dr Moshime Shabangu Tel No: (012) 4519004
<u>APPLICATIONS</u>	:	Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
<u>NOTE</u>	:	Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
<u>CLOSING DATE</u>	:	12 March 2021
<u>POST 07/93</u>	:	<u>ASSISTANT DIRECTOR: DIAGNOSTIC RADIOGRAPHY GRADE 1 REF NO: TDHS/A/2021/14 (X1 POST)</u> Directorate: Radiography/X- Ray Department Re-Advertisement Please note that this is re-advertisement, people who previously applied are encouraged to re-apply.
<u>SALARY</u>	:	R517 326 – R574 158 per annum per annum plus benefits
<u>CENTRE</u>	:	District Health Services (Tshwane)
<u>REQUIREMENTS</u>	:	A recognised National Diploma or bachelor's Degree in Diagnostic Radiography qualification that allows for required registration with the Health Professions Council of South Africa (HPCSA). A minimum of eight (8) years appropriate experience in Diagnostic Radiography, of which five (5) years must be of appropriate managerial/supervisory experience after registration with HPCSA as an independent practitioner. Proof of original registration and current registration with the HPCSA. A post-graduate qualification in Management will be an added advantage. Computer literacy and associated software programs. Valid Driver's license. Knowledge of PFMA, Public Service legislations, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge of legal compliance requirements for the safe use of Hazardous substance in all spheres of Radiography and OHS Act. Knowledge of HIM Policy, National Core Standards, Quality Assurance programme and Strategic Management. Knowledge and experience of Supply Chain Management Processes, Finance management and Human Resource issues. Computer skills, excellent time management skills, written and verbal business skills, report writing and presentation skills, be proactive and initiative in problem solving and decision making. Must demonstrate honesty, integrity, high work ethic and ability to work independently and in a team. Good interpersonal skills, strategic planning and leadership skills. Ability to develop the standard of the profession in all spheres related.
<u>DUTIES</u>	:	Assist and support the Radiography managers at all levels of care in GDOH. Develop and monitor implementation of relevant policies and guidelines. Conduct training needs analysis and workshops for all the professionals. Facilitate the CPD programmes for as per year planner and as needs arises. Conduct Quality Assurance assessments in various institutions to ensure compliance to safety regulations and quality assurance for Radiography, accreditation standards, equipment. Conduct support visits to the various facilities for guidance and service

delivery monitoring. Drive innovation and integration of services across all levels of care. Foster partnership with HPCSA, SAHPRA & other relevant statutory bodies for service delivery efficiency and patient safety. Monitor the Radiation Compliance rate continuously and provide assistance through use of PIDS reports. Work with other Directorates such as HRD for training related matters. Coordinate the tender processes for procurement of equipment. Perform ad-hoc duties allocated by management team.

- ENQUIRIES APPLICATIONS** : Mr TJ Mokhopa Tel No: (012) 451 9107
- NOTE** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- CLOSING DATE** : 12 March 2021
- POST 07/94** : **OPERATIONAL MANAGER NURSING :(GENERAL UNIT GRADE 1) OUT PATIENT REF NO: HRM 18/2021**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R444 276 per annum plus benefits
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. A Minimum of 7 years year's 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. Verified proof of experience. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. Service certificates compulsory. South African Nursing Council annual practicing certificate. A Valid 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 guidelines, 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 APPLICATIONS** : Mrs. AM 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. 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** : 12th March 2021
- POST 07/95** : **CLINICAL PROGRAMME COORDINATOR REF NO: TMRH/CLIN/03 (X1 POST)**
Directorate: Quality Assurance (Infection Prevention and Control)
- SALARY CENTRE REQUIREMENTS** : R444 276 - R500 031 per annum (plus benefits)
Thelle Mogoerane Regional Hospital
Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council as a professional nurse. Qualification in Infection Prevention and Control. A minimum of eight (7) years appropriate/recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/recognizable experience in Infection

		Prevention and Control Services. Proof of current registration with SANC. Knowledge and understanding of IPC guidelines, Nursing and OHS regulations, policies and Acts. Computer literacy (i.e. MS. Word, PowerPoint and Excel). Ability to work independently in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills.
<u>DUTIES</u>	:	Develop clinical quality improvement programmes, standard operating procedures, policies, guidelines, and indicators with regard to Infection Prevention and Control and Risk Management. Promote compliance and implement safety standards/ programmes. Monitor communicable disease outbreak prevention, management, report and feedback. Support quality assurance initiatives through monitoring of implementation and adherence to National and Provincial Infection Prevention and Control policies and Core Standards. Monitor and evaluate health establishment operational practices and techniques. Collate weekly, monthly and quarterly reports from health establishment. Monitor clinical quality through audits, surveillance and research. Analyze data, establish and manage trends. Plan and facilitate relevant trainings on Infection Prevention and Control and Risk Management. Coordinate Infection Prevention and Control committee within the institution. Liaise, advise and effectively communicate with relevant internal and external stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. N.H. Baduza Tel No: (011) 891 7311
	:	should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance, HR Reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
<u>NOTE</u>	:	The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications (not older than 3 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
<u>CLOSING DATE</u>	:	12 March 2021
<u>POST 07/96</u>	:	<u>PROFESSIONAL NURSE (SPECIALITY NURSING) OBSTETRICS AND GYNAECOLOGY REF NO: REFS/006629</u> Directorate: Human Resource Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 1: R383 226 - R444 276 per annum (Plus benefits)
	:	Sebokeng Hospital
	:	Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in the relevant specialty. A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of quality clinical nursing care in area of specialty within legal and ethical framework. Implement cost-containment measures to ensure efficient utilization of human material and financial resources.
<u>ENQUIRIES</u>	:	Deputy Director S.J.K. Sejeng Tel No: (016) 930 3302

APPLICATIONS : Applications should be posted to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng. Online applications cannot be accommodated due to system challenges.

NOTE : Applications must be submitted on new Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. The completed documents and signed form should be accompanied by a recent updated CV as well as certified copies of all qualifications and ID document (no copies of certified copies allowed. Certification should not be more than 6 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. NB: People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

CLOSING DATE : 19 March 2021

POST 07/97 : **ASSISTANT DIRECTOR: FINANCE MANAGEMENT REF NO: REFS/008006**
Directorate: Head Office

SALARY : R376 596 - R443 601 annual (plus benefits)

CENTRE : Forensic Medical Services

REQUIREMENTS : A National Diploma/ Degree in Finance. Accounting and Cost Management Accounting or equivalent qualification. Minimum 5-years' experience in Finance and 3 years' supervisory experience. Knowledge of relevant Acts (PFMA, Treasury Regulations) and systems (BAS, SAP). Good leadership skills. Must be able to plan, organize and co-ordinate activities in the unit. Ability to work under pressure. Team leadership. Excellent verbal and written communication skills, interpersonal skills and problem solving skills. Computer literate and valid driver's license.

DUTIES : Development of an operational plan for Finance and give quarterly reviews on progress. Effective financial control and monitoring of current budget and expenditure. Compiling of monthly financial reports. Perform various expenditure monthly reconciliations. Conduct spot checks on petty cash. Clearing of web cycles. Management of accruals. Ensure Suppliers are paid within 30 days. Attend to suppliers related queries. Assist in the preparations and allocation of budget. Training of staff on Finance related matters. Supervision and mentoring of staff. Attend to auditors and develop action plans to improve controls and eliminate audit findings. Effective Risk Management. Evaluate performance of sub-ordinates daily, quarterly and annually.

ENQUIRIES : Ms. M Rasivhetshele Tel No: (076) 413 8071

APPLICATIONS : must be delivered to: Forensic Medical Service 11 Diagonal Street 13 floor, reception, can be posted to: Forensic Medical Service P.O Box 7128 Johannesburg 2000. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.

NOTE : Gauteng Forensic Medical Service is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed Z83 form with a comprehensive CV containing contactable references as well as certified copies of qualifications and identity document. The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority.

CLOSING DATE : 12 March 2021

POST 07/98 : **ASSISTANT DIRECTOR (FACILITY MANAGER) REF NO: REFS/008098 (X2 POSTS)**

Directorate: Forensic Pathology Service

This is a re-advertisement, and all application who had previously applied for this positions are encouraged to re-apply.

SALARY CENTRE

R376 596 - R443 601 per annum (plus benefits)

Pretoria FPS (X1 Post)

Ga- Rankuwa (X1 Post)

REQUIREMENTS

A recognised three (3) years Degree/Diploma (NQF Level 6) in Management with a minimum of three (3) years' experience at a supervisory level (level 7), or Matric/Grade 12 certificate with at least six (6) years at a supervisory level (level 7). Experience/exposure in Forensic Pathology Service and or other related services will be an added advantage. Knowledge and understanding of all legislative frameworks governing the Public Service. Excellent communication, reporting, and writing skills. Computer literacy and a valid driver's license. Knowledge and understanding of the Batho Pele Principles are vital.

DUTIES

Manage and administer the Forensic Pathology Service facility to provide an efficient and effective service to the public. Ensure effective, efficient and economical training and development of personnel; Promote labour stability within the facility. Collate and analyse information obtained to provide required statistics and daily, weekly, monthly, quarterly and annual reports. Prepare a budget and participate in budget meetings for the relevant financial year. Prepare demand plans for the facility. Ensure availability of PPE to all staff within the facility. Attend training and statutory meetings, and provide feedback to all staff. Give evidence in courts of law whenever required. Assist other FPS facilities and managers in cases of disasters and major incidents. Ensure staff complies with applicable legislation. Manage and safeguard assets, and ensure that the asset register is maintained up to date.

ENQUIRIES NOTE

Mr Louw Tel No: (012) 301 1700/7 / 0823063007

Gauteng Forensic Medical Service is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed Z83 form with a comprehensive CV containing contactable references as well as certified copies of qualifications and identity document. The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority. Applications must be delivered to:- Forensic Medical Service 11 Diagonal Street 13 floor, reception, can be posted to:- Forensic Medical Service P.O Box 7128 Johannesburg 2000. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.

CLOSING DATE

12 March 2021

POST 07/99

ASSISTANT DIRECTOR REF NO: HRM 6/2021

Directorate: Patient Administration

SALARY CENTRE

R376 596 per annum (Plus Benefits)

Sterkfontein Hospital

REQUIREMENTS

Grade 12 with 5 to 7 years' experience in administration of which 5 years must be on supervisory level or National Diploma in Public Administration or equivalent NQF 6 certificate in Public Administration/Office Management. A qualification in monitoring and evaluation will be an added advantage. Have a valid driver's license. Be computer literate.

DUTIES

Provide Administrative support to Patient Administration and Support directorate. Plan, organize and control administrative activities pertaining to patients. Manage PMDS of supervisors and junior staff. Conduct daily inspections of departments. Manage the electronic filing system. Monitor and control the frontline services in accordance to the deliverology tool. To have a knowledge of PFMA and Treasury Regulations. Knowledge and understanding of the application of Government and

Departmental Policies and Guidelines. Strategic capability and leadership. Be able to communicate effectively in verbal and written communication skills. Ability to work independently and under pressure. Able to coordinate with other units of the department. Be a team player with the ability to work cross functionally. Oversee general administration support functions including Food services, Switchboard, Transport, IT and Patient Affairs. Management and monitoring of overtime. Experience in working with and administration issues of organised labour unions in health sector. Undertake policy or line function tasks as directed by the Corporate Manager related to relevant government acts, prescripts and regulation. Implementation of policy practice notes and implementation of procedures pertaining of public administration. Grievance procedures and management of dispute.

ENQUIRIES : Mr. B.H. Shuping Tel No: (011) 951-8207
APPLICATIONS : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

NOTE : Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. The specific reference number of the post must be quoted, failure to comply with these instructions will disqualify your application from being processed. Suitable candidates will be subjected to personnel suitability checks (criminal record check, qualification/study verification and credit check). Successful candidates will undergo a Medical screening test.

CLOSING DATE : 12 March 2021 Time: 12H00

POST 07/100 : **OCCUPATIONAL THERAPIST PRODUCTION LEVEL GRADE 1 REF NO: HRM 5 /2021 (X 1 POST)**
 Directorate: Allied Department

SALARY : R317 976 - R361 872 per annum (Plus Benefits)
CENTRE : Sterkfontein Psychiatric Hospital
REQUIREMENTS : A degree in Occupational Therapy. Registration with the HPCSA as an Occupational therapist (independent Practice) Experience in Psychiatry will be an added advantage. Must be computer literate.

DUTIES : Render an occupational Therapy services in allocated areas of work that complies with standards and norms as indicated by Health Policies. Assessment and treatment of patients in allocated work. Involvement in the assessment of trial awaiting detainees. Be responsible for therapeutic and/or income generating projects in areas of work. Effective report writing skills needed. Working well the MDT set up. Active participation in Quality Assurance and PMDS process. Supervision of OTTs. Supervision of students. Participate in CPD activities.

ENQUIRIES : Ms. L.R Hendricks Tel No: (011) 951-8346
APPLICATIONS : Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications to Sterkfontein Psychiatric Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

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

CLOSING DATE : 12 March 2021 Time: 12h00

POST 07/101 : **DIAGNOSTIC RADIOGRAPHER GRADE 1 – GRADE 3 (PRODUCTION) REF NO: TDHS/A/2021/16 (X83 POSTS)**
 Directorate: Radiography/X- Ray Department
 Re-Advertisement Please note that this is re-advertisement, people who previously applied are encouraged to re-apply.

SALARY : R317 976 - R532 959 per annum (plus benefits)
CENTRE : Tshwane Health District Services
REQUIREMENTS : Recognised National Diploma or Degree in Diagnostic Radiography Qualification. Proof of original registration & Current registration with HPCSA as an independent diagnostic radiographer. No experience required after registration with the HPCSA as an independent Diagnostic Radiographer. Must have completed community service as per requirements of the professional body (where applicable). Computer

skills, excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity and high work ethic. Good interpersonal skills. Knowledge of Public Service legislation, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge and relevant experience in radiographic procedures, Quality Control and Record keeping processes is essential. Willingness to rotate within the district as and when required.

DUTIES : Participate in providing 24-hour Radiographic services in the CHC and District. Be part of the stand-by allocation or roster. Advise the management in Radiographic policy planning and implementation for service improvement. To adhere to Batho Pele Principles, Regulated Norms and Standards and Ideal Clinic Realisation and Maintenance framework, Quality Assurance and other Public Service policies and Acts. Manage conflict and implement corrective measures as and when necessary. Carry out duties delegated by the Departmental Management. Must be a team player within the Department and Institution/District. Perform and ensure that prescribed Quality Assurance/Control protocols are adhered to. Perform any ad-hoc duties allocated by Management. Be actively involved in in-service training and CPD activities.

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

NOTE : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy. Short-listing Criteria: National Diploma in Diagnostic Radiography, current HPCSA Registration.

CLOSING DATE : 12 March 2021

POST 07/102 : **FORENSIC OFFICER REF NO: REFS/008102**
Directorate: Forensic Pathology Service
Re-advertisement, and all application who had previously applied for this positions are encouraged to re-apply

SALARY : R257 508 - R303 339 per annum (Level 07) (plus benefits)
CENTRE : Germiston (X2 Posts)
Sebokeng (X1 Post)
Roodepoort (X1 Post)
Johannesburg (X1 Post)

REQUIREMENTS : Grade 12 (Matric) with at least (3) years' experience in Forensic Pathology Services or related services. A recognised three (3) years Degree/Diploma (NQF Level 6) in Management. Experience in Forensic Pathology Services and or related services will be added advantage. A valid driver's license is essential. Knowledge and understanding of related legislative frameworks in Public Service. Excellent communication, reporting, and writing skills. Computer literacy. Experience and exposure in the field of Forensic Pathology Service and related services, will be added advantage.

DUTIES : Manage and administer the Forensic Pathology Service Facility with a view to provide efficient and effective service to the public. Ensure effective and efficient recovery, storage and processing of bodies, documents/belongings. Safe guard evidence, information, exhibits and property from incidents scenes and keeping of deceased documents and belongings. Assist in rendering an efficient Forensic Autopsy process, which include evisceration, dissection, scribing in accordance with set standards and guidelines under the supervision of Forensic Pathologists. Safe guarding of exhibits, specimens, specimen's statement and reports including completion and administration of statements and documentation during and after the Forensic Pathology Process. Assist in maintenance of mortuary and equipment in a hygienic manner in terms of Occupational Health and Safety. Ensure effective, efficient and economical training and development of personnel. Supervise, provide guidance and leadership to personnel. Collate and analyse information obtained to provide required statistics and quarterly reports. Participate in preparation of budgets for the relevant financial year. Give evidence in courts of law whenever required. Provide assistant to other FPS facilities and managers in cases of disaster

		and major incidents. Ensure timeous submission of daily, weekly monthly, quarterly and annual reports. Implement and practice Batho Pele Principle is mandatory.
<u>ENQUIRIES</u>	:	Germiston: Mr. G Mashigo Tel No: (082) 306 3027
	:	Sebokeng: Mr P Denner Tel No: (082) 306 3010
	:	Roodepoort: Mr. A Stander Tel No: (082) 306 3019
	:	Johannesburg: Ms. P Mdluli Tel No: (082) 306 3016
<u>APPLICATIONS</u>	:	must be delivered to: Forensic Medical Service 11 Diagonal Street 13 floor, reception, can be posted to:- Forensic Medical Service P.O Box 7128 Johannesburg 2000. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.
<u>NOTE</u>	:	Gauteng Forensic Medical Service is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed Z83 form with a comprehensive CV containing contactable references as well as certified copies of qualifications and identity document. The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority.
<u>CLOSING DATE</u>	:	12 March 2021
<u>POST 07/103</u>	:	<u>HUMAN RESOURCE OFFICER REF NO: TDHS/A/2021/21 (X1 POST)</u> Directorate: Human Resource
<u>SALARY</u>	:	R257 508 per annum (Level 07) (plus benefits)
<u>CENTRE</u>	:	Tshwane District Health Services
<u>REQUIREMENTS</u>	:	Grade 12 and 6 years' experience in Human Resource Environment within the public sector or 3 years National Diploma in HRM and 2 years' experience in Human Resource Environment within the public sector. Above average computer skills. Knowledge of HR prescripts and legislation related to the positions functional areas, proven (hands on) experience and knowledge of PERSAL administration and functions. Good communication skills, Good interpersonal Relations, Computer literacy, valid driver's license. Ability to work under pressure.
<u>DUTIES</u>	:	The incumbent of the post will be responsible for the supervision of HR activities such as Recruitment and Selection, appointments, retentions, absorptions, Probationary matters, terminations, allowance, leave, MMS, SMS, OSD and other administrative related matters. Provides inputs for the improvement of HR administration procedures, guideline and policies. Supervise evaluate and develop staff reporting to this position. Ensure that proper control measures are put in place to administer and monitor the activities and resource reporting to this position effectively. Render professional Human Resource administration advice and liaise with client in the Department. Promote Human Resource care and improve service delivery. Provide Human Resource Management information support (e.g. PERSAL report and statistics). Attend to AG request and queries. Implement grade and pay progression, monitor and capturing of PMDS. Monitor staff establishment and payroll administration and pay slips.
<u>ENQUIRIES</u>	:	Mr TJ Mokhopa Tel No: (012) 451 9107
<u>APPLICATIONS</u>	:	Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
<u>NOTE</u>	:	Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
<u>CLOSING DATE</u>	:	12 March 2021
<u>POST 07/104</u>	:	<u>FINANCE OFFICER REF NO: FINOFF/04/21</u> Directorate: Finance
<u>SALARY</u>	:	R257 508 per annum (Level 07) excluding benefits
<u>CENTRE</u>	:	Wits Oral Health Centre

- REQUIREMENTS** : An appropriate National Diploma/Bachelor's degree (NQF Level 6/7) in Accounting/ Financial Management or any financial related qualification with 3 years' experience in the financial field in a public service. Must have working knowledge of BAS, SAP R/3 and SRM. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Government budget processes and procedures, Financial and related transversal systems used by government (BAS, PERSAL, Vulindlela); Standard Chart of Account (SCOA) and computer literacy (MS Office) Skills: numeric; report writing; Problem solving Organizational and planning skills. Analytical and innovative thinker; pay attention to detail and ability to work under pressure. Adaptability to change.
- DUTIES** : Assist in compilation of institutional budget submission for Medium Term Expenditure Framework (MTEF), Adjusted Estimates of National Expenditure (AENE), and Estimates of National Expenditure (ENE) and Rollover. Capture budget on the (BAS) Basic Accounting Systems. Provide financial/ budget information during the budget and expenditure meetings. Assist with financial/ budget information required during audit processes. Compile monthly In Year Monitoring (IYM) and Expenditure projection reports on the utilization of institutional budget and spending. Correcting misallocations in expenditure, including PERSAL transactions. Perform monthly reconciliations including PERSAL and BAS reconciliation. Compile and process journals. Draw expenditure reports, maintain and update budget models to ensure that they are in line with all in year adjustments. Attend to all budget and payment queries and provide advice when needed.
- ENQUIRIES** : HR Manager: Mr. P.F Monama Tel No: (011) 481 2099
- APPLICATIONS** : Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown.
- NOTE** : Applicants to attach certified copies of all the necessary documents (qualifications) to the application including a valid identity document (date of certification not older than six (6) months), CV with minimum of at least three (3) referees, relevant certificates. Applications without proof of the necessary documents will be disqualified. No faxed /E-mailed applications will be accepted.
- CLOSING DATE** : 12 March 2021
- POST 07/105** : **ADMINISTRATION OFFICER (LINEN/LAUNDRY MANAGEMENT) REF NO: LAO/03/CMJAH2021**
Directorate: Logistic Department
- SALARY** : R257 508 per annum (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Grade 10 or equivalent with more than 10 year's relevant experience or Grade 12 or equivalent with 3 to 5 years' relevant experience or a relevant 3-year National Diploma or Degree in Public Administration / Management from a SAQA recognized tertiary institution with a maximum of 2 years' relevant experience. Knowledge: Sound knowledge of linen/ laundry equipment / machinery. Office Administration Management with emphasis. In-depth knowledge of Legislative Prescripts such as OHS PFMA. Customer relations Computer Literacy – Ms. Office (Word, Excel, Outlook & PowerPoint, a range of work procedures such as Finance, HR matters, Safety, Labour matters. Administration procedures relating to specific working environment including norms and standards. Reporting procedures, procurement directives and procedures. Skills: Customer relations skills, Planning and organising, Sound analytical thinking, good interpersonal relation, problem solving and decision-making. Mathematics, relationship and maintaining discipline. Formulation and editing, conflict resolution, research and Competencies Required. Good verbal communication and report writing skills. The following will be an added advantage: 3 years' experience as a supervisor in laundry/linen environment. Be able to work shifts. Be a team player and be able to work independently and under pressure. Knowledge of Batho Pele Principles and six Ministerial priorities. Valid Driver's License. Hospital.
- DUTIES** : Supervise the process of supplying clean linen to the hospital wards, clinics and theatres. Count during dispatching and receiving. Implement SOPs for linen unit,

implement quality standards applicable to linen. Take account of all machinery in unit. Ensure compliance to OHS and Infection Control procedure by Ensure that staff wear PPE/ uniform at all times. Monitoring Team Performance and Development of staff. Identify and Solve Problems Affecting Service delivery. Compiling leave plan, record keeping, and update leave register. Ensure maintenance of machinery and equipment. Apply Disciplinary Code and procedure; Management of leave; Compile RLS01 and RLS02. Implemented PMDS for staff. Effective Communication and Writing of Reports. Be willing to rotate within and supervise Logistic units; Be willing to work shifts; Take any other instruction from the Supervisor.

- ENQUIRIES** : Mr. E. Sithole Tel No: (011) 488 4116
- 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. White Males and Females, Coloured Males and Females, Indian Males and Females and African Males and Females are encouraged to apply.
- CLOSING DATE** : 12 March 2021
- POST 07/106** : **ADMINISTRATION OFFICER (CLEANING SERVICES) REF NO: AOCs/03/CMJAH2021**
Directorate: Logistic Department
- SALARY** : R257 508 per annum (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Grade 10 or equivalent with more than 10 year's relevant experience or Grade 12 or equivalent with 3 to 5 years' relevant experience or a relevant 3-year National Diploma or Degree in Public Administration/Management from a SAQA recognized tertiary institution with a maximum of 2 years' relevant experience. Knowledge: Sound knowledge of Cleaning procedure and equipment / machinery. Office Administration Management with emphasis. In-depth knowledge of Legislative Prescripts such as OHS PFMA. Customer relations Computer Literacy – Ms. Office (Word, Excel, Outlook & PowerPoint, a range of work procedures such as Finance, HR matters, Safety, Labour matters. Administration procedures relating to specific working environment including norms and standards. Reporting procedures, procurement directives and procedures. Skills: Customer relations skills, Planning and organising, Sound analytical thinking, good interpersonal relation, problem solving and decision-making. Mathematics, relationship and maintaining discipline. Formulation and editing, conflict resolution, research and Competencies Required. Good verbal communication and report writing skills. The following will be an added advantage: 3 years' experience as a supervisor in cleaning services environment. Be able to work shifts. Be a team player and be able to work independently and under pressure. Knowledge of Batho Pele Principles and six Ministerial priorities. Valid Driver's License. Hospital environment experience.
- DUTIES** : Supervise Cleaning department and other allocated Logistics units. Prepare weekly cleaning schedules. Prepare monthly cleaning projects for targeted areas. Implement and monitor cleaning projects, compile weekly report on status of ablution facilities. Ensure compliance to OHS and Infection Control procedure by Ensure that staff wear PPE/ uniform at all times. Monitoring cleaning stock levels and key controls. Keep updated inventory on equipment and cleaning chemicals.

Follow the condemning procedure when equipment is beyond repair. Monitoring Team Performance and Development of staff. Identify and Solve Problems Affecting Service delivery. Compiling leave plan, record keeping, and update leave register. Hold meetings with staff; liaise with internal and external stakeholders. Implement Disciplinary Code and procedure; Management of leave; Compile RLS01 and RLS02. Implemented PMDS for staff. Effective Communication and Writing of Reports. Be willing to work shifts; Take any other instruction from the Supervisor.

**ENQUIRIES
APPLICATIONS**

: Mr. E. Sithole Tel No: (011) 488 4116
: 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. White Males and Females, Coloured Males and Females, Indian Males and Females and African Males and Females are encouraged to apply.

CLOSING DATE

: 12 March 2021

POST 07/107

FINANCIAL CONTROLLER REF NO: FIN-CON-01/TMRH (X1 POST)

Directorate: Finance

**SALARY
CENTRE
REQUIREMENTS**

: R257 508 – R303 939 per annum (Level 07) (plus benefits)
: Thelle Mogoerane Regional Hospital
: Grade 12 with 5-12 years' experience in Finance or a recognized three years tertiary qualification in Accounting/Finance with at least 2 years' experience in budget management. Computer literacy (Ms Word, Ms Excel, Ms Power Point). Must have experience in SAP, SRM, E-invoicing, E-journal and BAS system. Knowledge and understanding PFMA, Treasury regulation, Public Service Act, Report writing skills, Interpersonal skills, Communication skills, Ability to maintain confidentiality, Team leadership, strategic thinking, must be able to plan, organize and coordinate the activities of the unit, ability to work under pressure and handle conflict , Be creative and innovative.

DUTIES

: Management of suspense account and misallocation, provide correct SCOA allocation, Releasing of RLS01, Compile and update commitment register, Management of accruals, clearing of web cycle, Compilation of monthly reports, perform various expenditure monthly reports and reconciliation, ensure that supplier are paid within 30 days. Attend to all suppliers' related queries, Assist on preparation and allocation of budget. Training of staff on expenditure related matters, Expenditure management. Supervision and mentoring of staff. Attend to auditors and develop and monitor AG action plan. Effective risk management. Evaluate performance of subordinates quarterly and annually. Perform any other relevant administrative duties delegated by manager.

**ENQUIRIES
APPLICATIONS**

: Mrs MR Hlongwane Tel No: (011) 891 7309
: should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, For Hand delivery 1st Floor HR Reception (Steel Cabinet) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE

: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above, at-least 3 references must be on a CV; 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. Qualification will be verified with the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department of which practical's can be part of selection process. If you do not receive any response within 3 months, please accept that your application was not successful. Thelle Mogoerane Regional 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

: 12 March 2021

POST 07/108

: **ADMINISTRATION OFFICER REF NO: CHBAH 389 (X1 POST)**

Directorate: Logistics (Transport)

SALARY

: R257 508 – R303 339 per annum (Level 07) (plus benefits)

CENTRE

: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS

: Grade 12 with 3-5 years' experience in Transport Management. Computer literacy (Ms Office Package). Valid driver's license (Code 8/EC/AC) and a valid PDP. Knowledge and understanding of Fleet Management/Transport policy. Must have good report writing skills. Ability to communicate well with people at different levels and from different backgrounds. Sound organizational skills. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal relations skills. Must be self-motivated. Ability to work under pressure and be prepared to rotate and operate as a reliever to other sections within the Logistics department. Problem solving and decision-making skills. Knowledge of regulations and the legislative framework related to Logistics and the ability to interpret them. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement. Supervisory experience will be an added advantage.

DUTIES

: Supervise, guide and motivate Drivers and Despatchers. Ensure that Subordinates go on training (including in service training). Apply progressive discipline against your Subordinates when need arises Co-ordinate transport – ensure that the best and most economic use of Government vehicles are maintained. Exercise control over the maintenance and expenditure involved in the use of Government vehicles. Arrange for proper completion and regular scrutiny of all records and returns concerning Government vehicles. Ensure that the vehicles under your control are kept in a good condition and that they are serviced regularly. Ensure the correctness and analyses of all registers e.g. logbooks and reports, controlled and submitted by subordinates. Ensure the safe keeping of vehicle keys and petrol cards. Ensure licensing of motor vehicles is up to date. Ensure that the Drivers licenses and PDP's are valid/updated. Ensure that all instructions relevant to the use, operation and maintenance of Government vehicles are complied with. Act as liaison between your office, the mergence and Government Garage. Ensure that maintenance schedules are kept and that vehicles are properly looked after and checked on daily basis before and after each trip. Ensure availability of vehicles and co-ordinate transport. Plan daily, weekly and monthly vehicle use in line with priorities and service delivery aims. Communicating with Head Office and Government Garage, re shortage of vehicles, damage on vehicles, renewal of licenses, etc. Reporting of accidents and problems to Government Garage as well as Hospital Management and the completion of T282. Controlling Stats entered by Transport Officer (KPI). Attend to any transport related queries Compile a monthly duty roster for Drivers and Dispatching Clerks. Submit weekly and monthly written reports and statistics to Manager. Attend training and workshops as and when required and/or requested to do so. Perform any reasonable tasks within the directorate as may be required. Maintain professional growth/ethical standards and self-development. Reviews and final assessment.

ENQUIRIES APPLICATIONS : Ms J. van Rensburg Tel No: (011) 933 8756
: 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. A recently updated CV that specifies the following should accompany the completed and signed form: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are Certified ID document, Certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(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 : 19 March 2021

POST 07/109 : **DENTAL ASSISTANT GRADE 2 (CONTROLLER) REF NO: DACONT2/21**
Directorate: Sterilization

SALARY CENTRE REQUIREMENTS : R198 396 per annum (plus benefits)
: WITS Oral Health Centre
: Matric/Grade 12 or equivalent. Appropriate qualification that allows registration with the HPCSA as Dental Assistant. Registration with the HPCSA as a Dental Assistant, proof of current registration must accompany the application. Minimum of 10 years working experience after registration with HPCSA and must have proof of supervisory responsibilities/ exposure. Ability to work independently. Knowledge of infection control measures and sterilization of equipment. Good interpersonal and communication skills. Be able to work under pressure. Be willing to work overtime when required to. Must be computer literate.

DUTIES : Manage Poly Clinics (Human and material resources) Control and manage ordering of stock in the clinic and responsible for stock taking. Supervise staff in the performance of daily responsibilities including leave and PMDS. Perform all administrative duties in Poly Clinics including HR matters and staff allocation for core and overtime hours. Responsible for managing the unit: dental instruments, equipment and materials. Compilation of reports. Ensure compliance of Infection control and OHS in the unit. Be willing to rotate within the clinics when required. Perform other additional duties delegated by the manager.

ENQUIRIES APPLICATIONS : Mr. P.F Monama Tel No: (011) 481- 2099
: Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed /E-mailed applications will be accepted.

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

CLOSING DATE : 12 March 2021

POST 07/110 : **FORENSIC OFFICER REF NO: REFS/008100 (X6 POSTS)**
Directorate: Forensic Pathology Service

SALARY CENTRE : R173 703 - R204 612 per annum (Level 05) (plus benefit)
Pretoria FPS (X1 Post)
Sebokeng (X2 Posts)
Germiston (X2 Posts)
Heidelberg (X1 Post)

REQUIREMENTS : Senior Certificate/Grade 12. A relevant health science qualification, experience in the forensic pathology field or related services will be an added advantage. Willingness to work with the deceased. Expected to perform shift duties, including weekends and public holidays. Basic knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to Batho Pele Principles. A valid driver's license minimum Code C1. Basic computer skills. Additional competences: Verbal and written communication, time management, and interpersonal skills

DUTIES : Effective and efficient recovery, storage and processing of bodies. Safekeeping of the deceased, documents and belongings. Safeguard evidence, information, exhibits and property from death scenes. Assist in rendering an efficient forensic autopsy process, which includes evisceration, dissection, and scribing following set standards and guidelines under Forensic Pathologists' supervision. Safeguarding exhibits, specimens, specimen statements and reports, including completing and administration of statements and documentation during and after the forensic pathology process. Assist in the maintenance of mortuary and equipment hygienically in terms of Occupational Health and Safety. Implement and practice Batho Pele Principles.

ENQUIRIES : Pretoria FPS: Mr. C Chauke Tel No: (082) 306 3005
Sebokeng: Mr. P Denner Tel No: (082) 306 3010
Germiston: Mr. G Mashigo Tel No: (082) 306 3013
Heidelberg: Mr S Shongwe Tel No: (082) 306 3010

APPLICATIONS : must be delivered to: Forensic Medical Service 11 Diagonal Street 13 floor, reception, can be posted to:- Forensic Medical Service P.O Box 7128 Johannesburg 2000. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address

NOTE : This is a re-advertisement, and all application who had previously applied for this position are encouraged to re-apply. Gauteng Forensic Medical Service is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed Z83 form with a comprehensive CV containing contactable references as well as certified copies of qualifications and identity document. The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority

CLOSING DATE : 12 March 2021

POST 07/111 : **KEYBOARD OPERATOR/ADMINISTRATION CLERK REF NO: SBAH 19/2021**
Directorate: Nursing

SALARY CENTRE : R173 703 per annum plus benefits
Steve Biko Academic Hospital

REQUIREMENTS : Grade 12.Computer literacy (MS Word, Excel, Power Point and Outlook) Office Management course will be an added advantage At least 2(two) years in the field

of Clerical environment. An experience in hospital office management environment will be an added advantage. Good interpersonal relations skills, communication (verbal, written and report writing) skills. Be able to work in a team and under pressure. Be punctual, reliable and honest.

DUTIES : Recording ,organizing, storing and retrieving information relating to the work in the Deputy Director, Assistant Managers office and patient care office .Type letters, reports and other correspondence .Render office administration duties. Render telephonic and fax services. Order, manage and controlling of stationary stock, Asset management, report on broken, missing items and send for repair. Assist with making of copies and sending of faxes. Rendering and promoting quality and caring customer care, (Batho Pele and We-Care-For You principles, Patient Right Charter).Perform duties as required per job description, work schedule and delegated duties by managers, Support preparations for interview and meetings.

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 representation in terms of race, disability and gender will receive preference.

CLOSING DATE : 12 March 2021

POST 07/112 : **HUMAN RESOURCE CLERK REF NO: TDHS/A/2021/22 (X1 POST)**
Directorate: Human Resource

SALARY : R173 703.per annum (Level 05) (plus benefits)

CENTRE : Tshwane District Health Services

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification. A qualification in Human Resource Management/ Public Administration/Management. At least 1-2 years' experience in a Public service within Human Resource Management environment. Good telephone etiquette, good interpersonal skills. Capturing skills. Have a good work ethic. Advance computer skills. Computer literacy proficiency in MS Word, PowerPoint, Excel and internet. Willingness to work under pressure and meet deadlines. Ability to pay attention to detail. Ability to work with a wide range of internal and external partners. Ability to handle confidential information. Knowledge of regulations and legislative framework related to personnel administration. Knowledge and experience of the PERSAL system will be added as an advantage.

DUTIES : Perform administration duties such as appointment. Promotions, transfers, leave management, HR information, salary and terminations. Comply with the performance management and development system (contracting, quarterly reviews and final assessment). Attend to HR related enquiries and audit queries. Ensure safe keeping of document and filling of all related documents. Record document and be organized. Reproducing and making copies. Capturing leave forms on PERSAL. Daily coordination of all related activities, participate during compilation of reports. Liaise with client and staff. Telephone communiqué. Provide administration support to the teams. Provide high quality administration support to the teams. Perform other duties as indicated by the manager.

ENQUIRIES : Mr T.J Mokhopa Tel No: (012) 451 9107/9124

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

NOTE : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.

CLOSING DATE : 12 March 2021

POST 07/113 : **PROCUREMENT CLERK REF NO: S/C/M/02/2021 (X1 POST)**
Directorate: Supply Chain Management

SALARY : R173 703.per annum (plus benefits)

CENTRE : Rahima Moosa Campus

- REQUIREMENTS** : Grade 12 Certificate with 2 years of relevant experience in Procurement OR Diploma in Supply Chain Management (SCM), public Management, Public Administration or Logistic Management with a minimum of one year experience in Procurement. Knowledge of government and department SCM policies, Prescribed Rules and Regulations that governs SCM. Knowledge of financial policies as guided by Public Finance Management Act and Treasury Regulations. Report writing skills. Computer literacy. Knowledge of SAP – SRM and reconciliation of procurement system with payment system (BAS). Display good communication and problem – solving skills. Drivers License to be an added advantage.
- DUTIES** : Updating of bin cards and stock cards. Issuing of stock and Compile monthly issued statics. Maintain good working relationships and communication with Colleagues, Supervisors and other stakeholders. Filling of SCM records. Capturing of RLS01. Assist with ordering of approved equipment as per regulations. Assist with the planning of site inspection visit with service providers. Assist during stocktaking and assets verification. Assist with the planning of site inspection visit with service providers. Assist during stocktaking and assets verification. Assist with receiving of stock. Assist with compiling of monthly SCM reports. Assist with preparation of documents for vetting purpose.
- ENQUIRIES** : Ms P Thithi Tel No: (011) 247- 3316
Mr AT Tsoke Tel No: (011) 247 3321
- APPLICATIONS** : All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Rahima Moosa Nursing College, Private Bag x 116, Melville, 2109 Human Resource Department.
- NOTE** : All applications must be submitted with new Z83 form CV and certified copied should not be older than six months State all your competencies, training and knowledge in your CV. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.
- CLOSING DATE** : 12 March 2021 at 12:00
- POST 07/114** : **IT HELP DESK CLERK REF NO: IT/02/2021**
- SALARY** : R173 703 per annum (plus benefits)
- CENTRE** : Rahima Moosa Nursing College
- REQUIREMENTS** : Grade 12 with a relevant IT Diploma and 1-year relevant IT experience or Grade 12 with A+, N+ with 2 years relevant IT experience. MCSA or MCSE will be advantageous. Knowledge and experience in Desktop, LAN and WAN support, experience in supporting BAS, PERSAL, SAP, SRM and Microsoft package. Ability to work under pressure, be client orientated and customer focused. Have good problem solving and analytical skills, knowledge of telephones. Good written and verbal communication and planning skills also required as well as a good attendance profile. Proof of computer literacy is required (Only applicable to the candidate who does not have Diploma or Degree): Computer literacy (Word, PowerPoint, Excel).
- DUTIES** : The successful candidate will be responsible for implementing, managing and constantly monitoring all information and communication technology equipment e.g. computers, telephones, laptops, printers and processes etc.; the continuous functioning of the LAN and WAN, to resolve connectivity, provide technical support and maintain desktop and other hardware for all users in the department, perform network troubleshooting and support, install computer hardware, software and configure network devices, internet and email accounts for all users in the College, attend to end-user queries and provide 1st line support, ensure network connectivity of transversal systems i.e. BAS, SAP, PERSAL, and SRM. Audit all information technology equipment. Assist with communication between staff and students e.g. emails. Record keeping, assist with provision of specifications for (IT)

information technology equipment. Assist with ICT strategy including the design and implementation of an effective system. Manage overall ICT systems security and disaster recovery. Support and monitor effective utilization of Interactive boards.

ENQUIRIES : Ms T Bele Tel No: (011) 247- 3344
APPLICATIONS : All applications must be hand delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville or posted to Private Bag x116, Melville, Mr. AT Tsoke Tel No: (011) 247 3321

NOTE : All applications must be submitted with new Z83 form CV and certified copied should not be older than six months State all your competencies, training and knowledge in your CV. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered

CLOSING DATE : 12 March 2021 at 12:00

POST 07/115 : **DRIVER / MESSENGER**

SALARY : R145 281 per annum (Level 04) (plus benefits)
CENTRE : Rahima Moosa Nursing College
REQUIREMENTS : Minimum qualification of Grade 10 or Standard 8 or Lever 4 ABET qualification. Must have a valid minimum C1 (Code 10) driver's license with two (2) or more years' experience as a driver. Must be in possession of a recent PDP (renewed). Basic literacy and basic numeracy skills. Good command of English language. Ability to work under pressure. Sound Interpersonal relations. Computer certificate will be an added advantage.

DUTIES : Deliver and collect documents to and from stakeholders, deliver documents promptly and obtain signatures from recipients. Work as a messenger. Report any default to the transport officer. Take vehicles to dealers for service and repairs; provide driving services to staff that need to be transported on official trips. Wash and keep vehicles clean and tidy, Ensure sanitization of vehicle before and after every trip. Ensure that all relevant documents are recorded and maintained according to legislative prescripts.

ENQUIRIES : Mr. NB Mukwevho Tel No: (011) 247 3315

APPLICATIONS : Mr. C Disoloane Tel No: (011) 247 3321

All applications must be delivered to: Rahima Moosa Nursing College, Gate 4 Corner fuel & Riversdale Road Coronationville, Post Private Bag x116 Melville 2109. Human Resource Department.

NOTE : All applications must be submitted with new Z83 form CV and certified copied should not be older than six months State all your competencies, training and knowledge in your CV. Driver's license and smart card must be copied both sides. Employment history must reflect the complete calendar date (e.g., 01 April 2017) on the C.V. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.

CLOSING DATE : 12 March 2021 at 12:00

POST 07/116 : **STORE ASSISTANT REF NO: CHBAH 390 (X3 POSTS)**
Directorate: Pharmacy

SALARY : R122 595 - R144-411 per annum (Level 03)

- CENTRE REQUIREMENTS** : Chris Hani Baragwanath Academic Hospital (CHBAH)
 : Grade 10 or Standard 8 or ABET certificate level 4. 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 different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated and able to work under pressure and independently. Ability to handle tasks of multidisciplinary nature and rotate to various areas in the pharmacy. Knowledge of the Batho Pele Principles and Knowledge of Labour Relations processes. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.
- DUTIES** : Collection of Pharmacy calling orders from the Medical Supplies Depot. Collecting medicines loaned from other health care institutions in the province. Delivery of pool room stock from the pharmacy to the various wards. Delivering of medicines from the main pharmacy to the satellite pharmacies and wards on the hospital premises. Receiving of vacu-litres from various suppliers and the storage thereof at appropriate storage places in the pharmacy. Delivery and collection of pharmacy stock to and from the various satellites on the hospital premises as requested by the supervisor. Collecting and delivery of pharmacy documents to and from the Auckland Park medical supplies depot on a weekly basis or when requested by the supervisor. Carrying out any other general delivery functions as instructed by the pharmacy supervisor. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
- ENQUIRIES APPLICATIONS** : Ms T O Shabangu Tel No: (011) 933 9100
 : 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. A recently updated CV that specifies the following should accompany the completed and signed form: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are Certified ID document, Certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(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** : 19 March 2021

POST 07/117

LAUNDRY WORKER REF NO: CHBAH 391 (X1 POST)

Directorate: Linen Depo

SALARY
CENTRE
REQUIREMENTS

: R122 595 - R144 411 per annum (Level 03)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Adult Education and Training (AET) Level 3 or equivalent (Grade 7 /Standard 5).
Basic understanding of Policies (Batho Pele Principles, Patients Right Charter, Occupational Health and Safety, Six Priorities and National Core Standards). 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 communicate well with people at different levels. Ability to organize and plan. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature and work independently and in a team. Knowledge of Labour Relations processes. Must be prepared to engage in intensive labour practices. High level of reliability. Good customer skills and competencies. Must be able to work under pressure and to take initiative. Knowledge of regulations and the legislative framework related to Laundry. Experience in a similar environment or health entity will be an added advantage.

DUTIES

: Collect and receive soiled linen from the health institution for the laundry. Sorting of soiled and clean linen according to different categories. Prepare soiled linen for washing, prepare items for ironing, pressing and folding, wash iron, press fold, pack and dispatch back to clients. Convey ironed linen to conduct quality check on finished linen. Rotation to different sections of the laundry Sign the attendance register on arrival and departure. Wear uniform on a daily basis as protective measure. Wear name tag on a daily basis. Promote professionalism (time management, adhere to the requirements of conditions of employment and code of conduct). Provide assistance to managers to the general laundry functions. Assisting with the rendering of an effective and efficient service within the laundry management services. Be prepared to work overtime when needs arise. Shift work is compulsory. Ensure a clean working environment. Carrying out any lawful and reasonable instruction as instructed by the supervisors. Adhere to timelines. Comply with the Occupational Health and Safety Act (OHSA). Perform other duties as allocated by the supervisor. Be willing to undergo continuous training and development programs. Attend meetings, workshops and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).

ENQUIRIES
APPLICATIONS

: Ms K Msomi Tel No: (011) 933 8845
: 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. A recently updated CV that specifies the following should accompany the completed and signed form: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are Certified ID document, Certified copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(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 : 19 March 2021

POST 07/118 : **GENERAL WORKER REF NO: UPOHC/0009/2021**
Directorate: Administration

SALARY : R102 534 – R120 780 per annum (Level 02) (Plus Benefits)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : ABET. Must be literate and able to function in a team. Verbal and written communication skills. Willing to receive guidance and instructions. Basic knowledge of cleaning techniques, equipment and application thereof according to specified cleaning to ensure acceptance clean and neat appearance of building, the ability, health and energy to perform strenuous task. Problem solving skills, planning and organizing skills, good initiative, adaptability to work conditions, thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride. Appropriate communication skills, sound interpersonal relations, ability to work in a team and under pressure. A valid Driver's license. 1-2 years of Experience in cleaning.

DUTIES : The successful candidate will be responsible for the following: Cleaning of offices, corridors and boardrooms and kitchens, restrooms etc. serving water for tea/coffee. Prepare boardroom for meetings. Washing of windows and walls. In absence of linen supervisor, issue and receive linen from wards. Sending dirty linen to and from Masakhana Laundry. Perform any other ad-hoc duties as requested from time to time. Participate in the Performance Management Development Systems. (PMDS).

ENQUIRIES : Mr A Muse Tel No: (012) 301 5700
APPLICATIONS : Quoting the relevant reference number. Direct applications must be delivered to Ms. SM Maleswena, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to Ms. SM Maleswena PO Box 1266, Pretoria, 0001.

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 : 12 March 2021

POST 07/119 : **HOUSEHOLD WORKERS REF NO: SBAH 20/2021**
Directorate: Nursing

SALARY : R102 534 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 10 or equivalent Abet. Minimum 1 year experience .working in a hospital environment will be an added advantage. Good interpersonal relationship and communication skills. Must be physically fit to be able to cope with the physical demands of the position. Be able to work in a team and under pressure. Willing to work shifts, weekends, public holidays and night duty.

DUTIES : Ensure a clean and secure environment for patients and personnel (e.g. cleaning and using of wards, kitchens, bathrooms, sluice's offices, floors and windows) Disposing of medical and general waste from the wards. Management of dirty linen .Collect and return food trolleys, serve meals, tea coffee and water to the patients.

	:	Clean, manage and control cutlery and crockery. Collect cleaning materials and waste containers .Unpack consumables and clean linen. Effective utilization of human and financial resources .Adhere to safety regulations. Perform duties as required per job description, work schedule and delegated duties by supervisor.
<u>ENQUIRIES</u>	:	Mrs. 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 representation in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	12th March 2021

DEPARTMENT OF SOCIAL DEVELOPMENT

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. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Mr Hayden Pillay. All applicants are also encouraged to number the pages of their CV and the attached certified documents. Applicants must take note that due to COVID-19 pandemic; the Gauteng Department of Social Development will conduct interviews virtually in order to comply with Health and Safety Regulations.

<u>APPLICATIONS</u>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to Private Bag X35, Johannesburg, 2000.
<u>CLOSING DATE</u>	:	12 March 2021
<u>NOTE</u>	:	Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

MANAGEMENT ECHELON

<u>POST 07/120</u>	:	<u>DIRECTOR: MONITORING EVALUATION, HEAD OFFICE REF NO: SD/2021/02/01</u>
<u>SALARY</u>	:	R1 057 326 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable SMS guidelines per annum).
<u>CENTRE</u>	:	Johannesburg Head Office
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Public Management and Development/ or related qualification. A minimum 5 years of experience at a middle/senior managerial level in Strategic Management/Organizational Performance Monitoring, Evaluation and Reporting in the Public Service. Attach the Senior Management Services Pre-Entry Certificate. Knowledge and understanding of legislative and Policy framework governing Policy, Programme, Performance monitoring, Programme evaluation and reporting in the Public Service. Knowledge and understanding of Department's Strategic Monitoring and Evaluation processes, systems and procedures. Knowledge and understanding Departmental legislative, policy mandates, priorities and M&E frameworks. A valid driver's licence. Skills And Competency: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management Service Delivery Innovation (SDI), Strategic Management, Project and Programme Management and Empowerment, Service Delivery Innovation, Strategic Reporting, Facilitation, Analytical, Evaluation and Monitoring Skills.
<u>DUTIES</u>	:	Development, Management and maintenance of performance monitoring and evaluation framework, tools and systems. Develop, manage and review

Departmental Performance Monitoring and Evaluation Framework, tools and systems. Management of Programme Performance Reporting. Manage data collation, verification, reporting and records management on Departmental Programme performance. Strategic Performance Review and Evaluation. Manage assessments of Departmental Service Delivery Programmes through a set of selected indicators. Provide strategic review of progress and achievements compared to plans, objectives and outcomes. Management of the Directorate. Manage Directorate's budget and expenditure. Manage the Directorate's performance. Manage staff performance, development, leave and discipline.

**ENQUIRIES
FOR ATTENTION
NOTE**

: Mr Sibusiso Nkosi Tel No: (011) 355 7680
 : Mr Sibusiso Nkosi Tel No: (011) 355 7680
 : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 07/121

: **REGIONAL DIRECTOR TSHWANE REGION REF NO: SD/2021/02/02**
 Re-advertisement: Applicants who previously applied for this post are encouraged to re-apply.

SALARY

: R1 057 326 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable SMS guidelines per annum).

**CENTRE
REQUIREMENTS**

: Tshwane Region
 : Degree (NQF 7) in Social Work or equivalent qualification in respect of which a professional board has been established by the SACSSP. A minimum of 5 years' experience at middle management level in the social welfare or community development sector, preferably in the regional environment. Proof of current registration with the South African Council for Social Service Professions (not only proof of payment). Attach the Senior Management Services Pre-Entry Certificate. A valid driver's license. Skills and Competency: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Service Delivery Innovation, Client Orientation and Customer Focus. Knowledge and understating of legislative and Policy framework governing the Department's key Service Delivery programmes and the Department's Strategic Plans, Priorities and Service Delivery Model. People Management, Strategic Management, Project and Programme Management Skills.

DUTIES

: To Provide strategic leadership and coordination in the implementation of Core Services (Children and Families, Social Welfare Services - Older Persons, Disability and HIV & AIDS, Restorative Justice Services - Social Crime Prevention, Victim Empowerment and Substance Abuse Prevention, Treatment and Rehabilitation, Early Childhood development and School Social Work), as well as partnership and stakeholder management, including funding of NPOs. Ensure effective implementation and compliance to Sector Minimum Norms and Standards and implementation of sector special projects. To Provide strategic leadership and coordination in the implementation of Support service functions (Human Resource Management, Auxiliary services, Finance, Supply Chain Management, etc.) for the enhancement of effective Service Delivery in the Region.

**ENQUIRIES
FOR ATTENTION
NOTE**

: Mr Sibusiso Nkosi Tel No: (011) 355 7680
 : Mr Sibusiso Nkosi Tel No: (011) 355 7680
 : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 07/122

: **REGIONAL DIRECTOR SEDIBENG REGION REF NO: SD/2021/02/03**
 Re-advertisement: Applicants who previously applied for this post are encouraged to re-apply.

SALARY

: R1 057 326 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable SMS guidelines per annum).

**CENTRE
REQUIREMENTS**

: Sedibeng Region
 : Degree (NQF 7) in Social Work or equivalent qualification in respect of which a professional board has been established by the SACSSP. A minimum of 5 years' experience at middle management level in the social welfare or community

development sector, preferably in the regional environment. Proof of current registration with the South African Council for Social Service Professions (not only proof of payment). Attach the Senior Management Services Pre-Entry Certificate. A valid driver's license. Skills and Competency: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Service Delivery Innovation, Client Orientation and Customer Focus. Knowledge and understating of legislative and Policy framework governing the Department's key Service Delivery programmes and the Department's Strategic Plans, Priorities and Service Delivery Model. People Management, Strategic Management, Project and Programme Management Skills.

DUTIES : To Provide strategic leadership and coordination in the implementation of Core Services (Children and Families, Social Welfare Services - Older Persons, Disability and HIV & AIDS, Restorative Justice Services - Social Crime Prevention, Victim Empowerment and Substance Abuse Prevention, Treatment and Rehabilitation, Early Childhood development and School Social Work), as well as partnership and stakeholder management, including funding of NPOs. Ensure effective implementation and compliance to Sector Minimum Norms and Standards and implementation of sector special projects. To Provide strategic leadership and coordination in the implementation of Support service functions (Human Resource Management, Auxiliary services, Finance, Supply Chain Management, etc.) for the enhancement of effective Service Delivery in the Region.

ENQUIRIES FOR ATTENTION NOTE : Mr Sibusiso Nkosi Tel No: (011) 355 7680
 : Mr Sibusiso Nkosi Tel No: (011) 355 7680
 : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

OTHER POST

POST 07/123 : **DEPUTY DIRECTOR: SPECIAL PROJECTS REF NO: SD/2021/02/04**
 Re-advertisement: Applicants who previously applied for this post are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R733 257 per annum, (all-inclusive package)
 : Johannesburg Head Office
 : Three-year tertiary qualification in Community Development or relevant and equivalent qualification with 4- 5 years' experience in Sustainable Livelihoods/Economic Empowerment Programme planning, implementation and monitoring. Additional qualification in Business Development or Economics will be added advantage. A valid driver's license. Knowledge and understanding legislative and policy frameworks, procedures and processes regulating Sustainable Livelihoods/Economic Empowerment programmes in the Public Service. Knowledge and understanding of Departmental Special Projects priorities, commitments, systems and processes Skills and Competencies: Good planning and coordinating, Analytical, report writing, communication, team working, monitoring and evaluation, computer and interpersonal relations skills. Honest and innovation individual.

DUTIES : Provision of support to Cooperatives. Manage skills development programme for funded cooperatives manage the partnership with stakeholders on cooperatives development and support. Management of Job Placement Programmes. Manage skills development programme targeted for job placement of vulnerable individuals. Manage the partnership with stakeholders on job placement programme. Management of Special Projects Manage dignity packages projects. Manage welfare to work transitional projects. Enterprise Development Programme. Manage the skills development programme based on Enterprise Development Programme. Manage the linkages of products and services to markets. Supervision of staff and interns.

ENQUIRIES FOR ATTENTION NOTE : Mr Zamokuhle Jaca Tel No: (011) 355 7678
 : Mr Zamokuhle Jaca Tel No: (011) 355 7678
 : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.