

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

<u>POST 19/88</u>	:	<u>ASSISTANT MANAGER PHARMACEUTICAL SERVICES (X1 POST)</u> Directorate: Health
<u>SALARY</u>	:	R879 936 per annum, (all-inclusive remunerative package)
<u>CENTRE</u>	:	Heidelberg Hospital
<u>REQUIREMENTS</u>	:	Basic qualification (B. Pharm) accredited with SAPC that allows registration with the SAPC as a Pharmacist. Proof of current registration. A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC. Managerial or supervisory experience of 5 years. To register as the responsible Pharmacist and do after hours, on call duties and shift work. Extensive knowledge of Pharmaceutical services approaches, policies and procedures. In-depth knowledge and experience in supervision of Pharmaceutical services. Understanding the PFMA, Medicines and related substances Act and the Pharmacy act. Knowledge and understanding of the legislative prescripts governing the Public Service. Pharmacy practice and control of medicines. Computer literacy. Excellent communication skills, good team building, problem solving and leadership skills. Sound knowledge and understanding of the mandate of medical supplies and National Drug Policy. Project management and computer literacy. Relevant supply chain skills on RX system).
<u>DUTIES</u>	:	Manage pharmaceutical services. Ensuring that the pharmacy delivers on its core mandate which includes procurement, inventory management, stock management and distribution of medicine. Actively participate in human resource, supply management and financial management. Oversee training and registration of pharmacy. Compliance with good pharmacy practices. Assist in developing protocols, standard operating procedures and guidelines for the efficient and cost-effective pharmaceutical services. Supervision of pharmacy staff and maintain discipline. Responsible for PMDS. Participate in research and development. Compile and submit monthly statistics. Actively participate and comply with standards of Ideal hospital.
<u>ENQUIRIES</u>	:	Dr TS Mabaso Tel No: 016 341 1209
<u>APPLICATIONS</u>	:	should be submitted to HR department at Heidelberg hospital, Hospital Street, Heidelberg, 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg, 1438.
<u>NOTE</u>	:	Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Please note that the successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check. The institution reserves the right not to fill the post.
<u>CLOSING DATE</u>	:	11 June 2021
<u>POST 19/89</u>	:	<u>VICE PRINCIPAL (SINGLE CAMPUS) REF NO: REFS/008849 (X1 POST)</u>
<u>SALARY</u>	:	R843 618 per annum, (all-inclusive remuneration package, of which a portion can be structured according to the individual's needs)
<u>CENTRE</u>	:	Gauteng College of Nursing(Ga-rankuwa Campus)
<u>REQUIREMENTS</u>	:	Matric certificate or the equivalent. A Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing and Midwifery) or equivalent qualification that allows registration with SANC as a Professional Nurse. A post basic qualification in an R212 or R48 program. A qualification (Degree/ Diploma) in Nursing Education and Nursing management. A Master's Degree in Nursing. Clinical Masters will be an added advantage. Registration with the South African Nursing Council (SANC).A minimum of ten (10) years appropriate or recognizable nursing experience after registration as a Professional Nurse and Midwife of which six (6) years must be appropriate or recognizable

experience in Nursing Education after obtaining a qualification in Nursing Education. Minimum of three to four (3-4) years' experience in a Post Basic teaching environment. Minimum of two to three (2-3) years' experience as a manager in nursing education in a college or a higher education institution. Proof of Computer literacy. Valid driver's license. Skills and Knowledge: Must be able to contribute to the paradigm shift in nursing education for health service delivery and facilitate universal access to health care through responsive educational programme development and implementation. Experience in programme development. Skilled in quality assurance, research development and coordination. Commitment to Nursing Education, Training and Practice. Facilitation, presentation and management skill. Good communication (verbal & written), organisational & problem-solving skills. Computer skills (MS Word, Excel, power-point, you may be required to demonstrate your computer skills). Application and interpretation of regulations and other legislative frameworks pertaining to Nursing Education. Conflict management and supervisory skills.

DUTIES : Manage the education and training of students. Manage clinical learning exposure of students between the college and clinical areas. Deputise for the principal in her absence. Develop and ensure implementation of quality assurance programmes. Collaborate with stakeholders and build a sound relationship within the department. Develop policies, standard operational procedure, norms and standards and ensure the implementation thereof. Manage the development of curriculum and all supporting documents and processes for accreditation. Manage the processes to maintain accreditation. Monitor and evaluate the implementation of all training programmes. Support the vision, mission, and philosophy and promote the image of the college. Supervision of HODs and lecturers. Monitor employee's performance in terms of the performance management system. Maintain sound labour relations and implement disciplinary measures when required. Oversee the supervision and support of students. Monitoring and evaluation of academic performance standards. Maintain accountability and responsibility.

ENQUIRIES : Mrs. M. Motswaledi @ (072 383 1427)
APPLICATIONS : Applicants can apply online at <http://professionaljobcentre.gpg.gov.za>
NOTE : Application must be submitted on New Z83 form obtainable from any Public Service Department or from the website and must be completed in full certified copies of qualifications, ID copy, drivers license not older than 6 months and a CV must be attached. The specific reference must be quoted. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability checks (PSC)- Verification, upon appointment within the Department. This verification process entails reference checks, identify verification, qualifications verification, criminal record checks). 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. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed or emailed applications will be accepted. The Department reserves the right not to make an appointment to the advertised post(s). NB: For assistance with online applications please email your query to e-recruitment@gauteng.gov.za.

CLOSING DATE : 11 June 2021

POST 19/90 : **VICE PRINCIPAL (SINGLE CAMPUS) REF NO: REFS/008752 (X1 POST)**

SALARY : R843 618 per annum, (all-inclusive remuneration package, of which a portion can be structured according to the individual's needs)

CENTRE : Gauteng College of Nursing (Rahima Moosa Campus)
REQUIREMENTS : Matric certificate or the equivalent. A Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing and Midwifery) or equivalent qualification that allows registration with SANC as a Professional

Nurse. A post basic qualification in an R212 or R48 program. A qualification (Degree/ Diploma) in Nursing Education and Nursing management. A Master's Degree in Nursing. Clinical Masters will be an added advantage. Registration with the South African Nursing Council (SANC). A minimum of ten (10) years appropriate or recognizable nursing experience after registration as a Professional Nurse and Midwife of which six (6) years must be appropriate or recognizable experience in Nursing Education after obtaining a qualification in Nursing Education. Minimum of three to four (3-4) years' experience in a Post Basic teaching environment. Minimum of two to three (2-3) years' experience as a manager in nursing education in a college or a higher education institution. Proof of Computer literacy. Valid driver's license. Skills and Knowledge: Must be able to contribute to the paradigm shift in nursing education for health service delivery and facilitate universal access to health care through responsive educational programme development and implementation. Experience in programme development. Skilled in quality assurance, research development and coordination. Commitment to Nursing Education, Training and Practice. Facilitation, presentation and management skill. Good communication (verbal & written), organisational & problem-solving skills. Computer skills (MS Word, Excel, power-point, you may be required to demonstrate your computer skills). Application and interpretation of regulations and other legislative frameworks pertaining to Nursing Education. Conflict management and supervisory skills.

DUTIES : Manage the education and training of students. Manage clinical learning exposure of students between the college and clinical areas. Deputise for the principal in her absence. Develop and ensure implementation of quality assurance programmes. Collaborate with stakeholders and build a sound relationship within the department. Develop policies, standard operational procedure, norms and standards and ensure the implementation thereof. Manage the development of curriculum and all supporting documents and processes for accreditation. Manage the processes to maintain accreditation. Monitor and evaluate the implementation of all training programmes. Support the vision, mission, and philosophy and promote the image of the college. Supervision of HODs and lecturers. Monitor employee's performance in terms of the performance management system. Maintain sound labour relations and implement disciplinary measures when required. Oversee the supervision and support of students. Monitoring and evaluation of academic performance standards. Maintain accountability and responsibility.

ENQUIRIES : Mrs. M. Motswaledi @ (072) 383 1427

APPLICATIONS : Applicants can apply online at <http://professionaljobcentre.gpg.gov.za>

NOTE : Application must be submitted on New Z83 form obtainable from any Public Service Department or from the website and must be completed in full certified copies of qualifications, ID copy, drivers license not older than 6 months and a CV must be attached. The specific reference must be quoted. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability checks (PSC) - Verification, upon appointment within the Department. This verification process entails reference checks, identify verification, qualifications verification, criminal record checks). 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. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed or emailed applications will be accepted. The Department reserves the right not to make an appointment to the advertised post(s). NB: For assistance with online applications please email your query to e-recruitment@gauteng.gov.za.

CLOSING DATE : 11 June 2021

<u>POST 19/91</u>	:	<u>MEDICAL OFFICER (X1 POST)</u> Directorate: Health
<u>SALARY</u>	:	Grade 1: R821 205 per annum, (inclusive package) Grade 2: R938 964 per annum, (inclusive package) Grade 3: R1 089 693 per annum, (inclusive package)
<u>CENTRE REQUIREMENTS</u>	:	Heidelberg Hospital Grade 1: Registration with the HPCSA as Medical Practitioner. Appropriate qualification that allows registration with the HPCSA as Medical Officer and proof of current registration. Certificate or experience in Medico legal. Grade 2: A minimum of 5 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Officer. Registration with the HPCSA as Medical Practitioner. Appropriate qualification that allows registration with the HPCSA as Medical Officer and proof of current registration. Certificate or experience in medico-legal. Grade 3: A minimum of 10 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Officer. Registration with the HPCSA as Medical Practitioner. Appropriate qualification that allows registration with the HPCSA as Medical Officer and proof of current registration. Certificate or experience in medico-legal.
<u>DUTIES</u>	:	Interview, investigate, diagnose and oversee the treatment of patients i.e sexual offences, drunken driving and domestic violence. Supervising junior doctors (community service). Attendance of relevant clinical meetings M&M, Patient safety incident, clinal risk and MMR. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to standards of Ideal hospital, participate in all activities of discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedure is relevant to the care of patients. Ensure that administration, ICD 10 coding and record keeping is done. Performing commuted overtime rendering of after hour duties to provide continuous uninterrupted care of patients. Accumulate annual CPD points. Perform medico legal duties.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr TS Mabaso Tel No: (016) 341 1209 should be submitted to HR department at Heidelberg hospital, Hospital Street, Heidelberg, 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.
<u>NOTE</u>	:	Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Please note that the successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check. The institution reserves the right not to fill the post
<u>CLOSING DATE</u>	:	11 June 2021
<u>POST 19/92</u>	:	<u>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT</u> Directorate: Supply Chain
<u>SALARY</u>	:	R733 257 – R863 748 per annum, (All-inclusive package)
<u>CENTRE</u>	:	Tembisa Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	Degree or equivalent NQF level 7 in Supply Chain Management/ Purchasing/ Logistics/ Public Administration Management/ relevant. Five (5) years Management experience. Three (3) years functional experience in Supply Chain Management/ internal control. Knowledge: Supply Chain Framework, Preferential Procurement Policy Framework, departmental policies and procedures, project Management, general management, strategic management, cost management, PFMA, PPPFA and Treasury Regulations. Skills: Leadership, negotiating, facilitation, computer literacy, presentation, innovative, analytical, verbal and written communication.
<u>DUTIES</u>	:	Provide an effective Supply Chain Management: Monitor and evaluate demand and acquisition management to determine compliance and the achievement of desired outcomes. Manage the procurement of medical, non-medical commodities and equipment. Develop systems and procedures for the managing of medical stock and equipment. Ensure compliance with Legislation, Policies and Prescripts with regards to the procurement of goods and services. Monitor and ensure proper

updating of the asset register. Ensure compilation of demand plans and procurement plans. Effective management of human and other resources in the finance and supply departments. Manage and coordinate Asset and its disposal and fleet management for the institution, manage logistics regarding stores, warehousing and vendor performance; Compile submission of needs assessment for certification by the delegated authorities; Manage human, financial and physical resources of the Sub-Directorate: Supply Chain Management; Provide effective people management.

ENQUIRIES : Dr. A. Mthunzi Tel No: (011) 923-2320
APPLICATIONS : to be addressed to: Tembisa Provincial Tertiary Hospital through email only at: TembisaHR3.HRM@gauteng.gov.za

NOTE : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted on new Z83 form, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your Identity document and academic qualifications. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. Tembisa Provincial Tertiary Hospital does not have budget for resettlement and S&T claims.

CLOSING DATE : 11 June 2021

POST 19/93 : **ASSISTANT MANAGER NURSING SPECIALTY (ADVANCED PSYCHIATRIC NURSING) REF NO: JUB18/2021**
Directorate: Nursing

SALARY : R614 991 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Diploma/degree in nursing that allows for registration with South African Nursing Council (SANC) as a professional nurse. A post basic qualification in advanced Psychiatric Nursing, accredited with SANC. Nursing administration .Diploma/Degree in nursing administration will be an added advantage. A minimum of 10 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC. At least six 6 years of the period referred to above must be appropriate /recognizable experience after obtaining a post-basic qualification in Advanced Psychiatric nursing. At least 3 years of the period referred above must be appropriate /recognizable experience at management level. Other Skills/Requirements: A certified copy of the current SANC receipt .Good communication, Report writing, Negotiation, Facilitation, Problem-solving, Planning and Organizing skills. Ability to work under pressure. Knowledge of Mental Health Care Act (No 17 of 20) and other relevant legislative framework.

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. Provide hospital supervision after hours, on weekend and holidays according to roster /schedule.

ENQUIRIES : Dr O.B Modise Tel No: (012 717 9336)
APPLICATIONS : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Temba, 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 determine 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 : 11 June 2021, Time: 13H00

POST 19/94 : **HEAD OF DEPARTMENT (PNDIII) – GENERAL NURSING SCIENCE REF NO: 008784**
Directorate: Nursing Education and Training

SALARY CENTRE REQUIREMENTS : R579 696 - R672 018 per annum (plus benefits)
: Gauteng College of Nursing: SG Lourens Campus
: A Diploma/degree in General Nursing and Midwifery. A diploma/degree in Nursing Education and Administration. A Master's degree will be an added advantage. Registration with the South African Nursing Council. A Minimum of nine (9) years appropriate/recognisable nursing experience after registration with the South African Nursing Council. At least five (5) years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining the Post Basic Nursing Education qualification. Knowledge of procedures and processes related to Basic and Post Basic Nursing programmes. The ability to plan and organise own work and manage training programmes to meet trainings outcomes. Valid driver's license and the ability to apply computer technology. Knowledge of Human Resources and Finance Management. Good communication, supervisory, report writing and presentations skills.

DUTIES : Participate in daily management of the Campus. Coordinate and facilitate Nursing Education and Training of students. To perform research work relevant to nursing education and related subjects to enhance the quality of nursing education. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards of Practice and Scope of Practice. Develop and ensure implementation of quality assurance programmes. Manage, orientate, supervise and appraise staff members. Manage and participate in the management of the Campus Budget. Collaborate with stakeholders and build a sound relationship within the Department. Provide academic support to students.

ENQUIRIES APPLICATIONS NOTE : Ms J Malobola Tel No: (012) 319 5601
: Applications should be submitted strictly online at www.gautengonline.gov.za
: Applications must be accompanied by a completed Z83, comprehensive Curriculum Vitae (CV), certified copies of qualifications, SANC receipt, Identity document and a valid drivers' license. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery, faxed or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender and disability) through the filling of this post. Preference will be given to Indian and White Males. The institution reserves the right not to appoint. NB: For assistance with online applications please e-mail your query to e-recruitment@gauteng.gov.za

CLOSING DATE : 11 June 2021

POST 19/95 : **OPERATIONAL MANAGER (PHC) REF NO: TDHS/A/2021/44 (X1 POST)**
Directorate: Nursing

SALARY CENTRE REQUIREMENTS : R562 800 – R633 432 per annum, (Plus Benefits)
: Tshwane Health District – Kameeldrift Clinic
: Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post basic nursing qualification (PHC), 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 recognised and registered tertiary institution and similarly, recognised by SAQA. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC. At least 3 years of the period referred to above must be appropriate/recognisable experience in nursing management. Computer literacy in at least (MS Word, Excel, Power-point & Outlook). A valid driver's license is essential. Demonstrate knowledge of legislations relevant to health care services. Possess computer literacy skills and extensive competency in report writing skills.

DUTIES : 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 and Patient's rights. Provide administrative services, as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Extensive knowledge and application/execution of amongst others, the following legislation: Nursing, Labour, Basic Conditions of Employment & PFMA. 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 Realisation Programme.

ENQUIRIES : Mr SR Makua @ 079 872 6077; Monday to Friday (Office Hours Only)

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

NOTE : Applications must be completed fully on the new & signed Z83 form, accompanied by a CV. Certified copies of all required documents must be attached. Certification must not be older than 6 months. No copy of a copy will be accepted. If you are not contacted within three months of the closing date, kindly conclude that your application was unsuccessful. NB!! Shortlisted Candidates will be assessed for computer competency

CLOSING DATE : 11 June 2021

POST 19/96 : **CHIEF PHYSIOTHERAPIST GRADE 1 (X1 POST)**
Directorate: Clinical Support and Therapeutic Services

SALARY : R466 119 – R517 326 per annum, (plus benefits)

CENTRE : Heidelberg Hospital

REQUIREMENTS : Bachelor's degree in Physiotherapy. Current/annual Registration with the HPCSA as a Physiotherapist. 3 years appropriate experience in the relevant profession after registration with the HPCSA as physiotherapist. 3 years' experience on a supervisory level. Computer literacy. Be able to work in a multi-disciplinary team, plan and implement awareness campaigns and in-service training plans. Knowledge of legislative frameworks and prescripts.

DUTIES : Plan and implement a cost-effective sustainable physiotherapy service. Apply knowledge of evidence-based physiotherapy techniques. Apply knowledge of relevant acts, regulations and policies. Manage Clinical Support and Therapeutic services department. Implement and manage the Performance management and development system in the department. Monitor and motivate for equipment and other resources. Assist with implementing and monitoring of effective recordkeeping accurate statics collection and analysis thereof. Monitor and evaluate high standards of ideal hospital. Contribute effectively in staff meeting, team meetings, committee meetings, attend hospital functions, contribute effectively in multidisciplinary meetings. Apply discipline, monitoring absenteeism, responsible for HR, finance and SCM. Promote and retain good working relationship with referring facilities.

ENQUIRIES : Dr TS Mabaso Tel No: 016 341 1209

APPLICATIONS : should be submitted to HR department at Heidelberg hospital, Hospital Street, Heidelberg, 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg, 1438.

NOTE : Applications must be submitted on a Z83 form with a C.V., Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Please note that the

successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check. The institution reserves the right not to fill the post

- CLOSING DATE** : 11 June 2021
- POST 19/97** : **CHIEF DIETITICIAN- GRADE 1 REF NO: PWH/CD/03/21**
Directorate: Dietetics Department
- SALARY** : R466 199 (min) – R517 326 (max) per annum, (plus benefits)
- CENTRE** : Pretoria West District Hospital
- REQUIREMENTS** : Relevant degree or postgraduate diploma in Dietetics: B.Sc. / B Degree in Dietetics: 4 year integrated or 3/4 year + 1-year postgraduate diploma. Registered Dietitian Nutritionist with +/- 5 years' experience post community service Registration with Health Professions Council of South Africa(HPCSA) Adherence to scope of practice.
- DUTIES** : The candidate should be able to perform therapeutic management duties while ensuring provision of optimum nutritional care to patients; budget planning, monthly therapeutic statistics, stock controlling, inventory reports and dietary ordering system. The candidate should have the ability to coordinate clinical nutrition and food service management; analysis of therapeutic diets (diet prescription, diet plan and meal plan), Must have the ability to implement clinical audit reports, consolidate monthly statistics, implementation of relevant policies and protocols, supervision of subordinates and writing of routine service reports. Good communication skills (verbal and written), computer skills microsoft office etc) and good interpersonal skills with an understanding of the importance of an effective multi-disciplinary approach.
- ENQUIRIES** : Dr. C Mojapelo Tel No: (012) 380 1340/1437
- APPLICATIONS** : All Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent CV specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: If any discrepancies found, services will be terminated with immediate effect.
- CLOSING DATE** : 11 June 2021
- POST 19/98** : **OPERATIONAL MANAGER GENERAL GRADE I (X1 POST)**
Directorate: Nursing
- SALARY** : R444 276 per annum, (plus benefits)
- CENTRE** : Heidelberg Hospital
- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) that allows registration with SANC. A minimum of 7 years recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. 1-2 years Managerial experience, communication skills, leadership skills, writing skills and computer literacy. Diploma in Nursing management qualification will be an added advantage.
- DUTIES** : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and 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 stakeholders (i.e. inter-professional, inter-sectorial and multidisciplinary 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 resources: managing workplace discipline and conflict management. Ensure optimal quality care according to Ideal hospital standards.
- ENQUIRIES** : Ms L. Msiza Tel No: 016 341 1203

- APPLICATIONS** : should be submitted to HR department at Heidelberg hospital, Hospital Street, Heidelberg, 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg,1438.
- NOTE** : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Please note that the successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check. The institution reserves the right not to fill the post
- CLOSING DATE** : 11 June 2021
- POST 19/99** : **LECTURER PNDI / PNDII: GENERAL NURSING SERVICE REF NO: 008772 (X4 POSTS)**
Directorate: Nursing Education and Training
- SALARY** : R383 226 – R444 276 per annum, (plus benefits)
R471 333 – R614 991 per annum, (plus benefits)
- CENTRE** : Gauteng College of Nursing (GCON): SG Lourens Campus (Pretoria)
- REQUIREMENTS** : **PNDI**: A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. A post-basic qualification in Nursing Education and registered with SANC. Proof of current registration with SANC. A minimum of 4 years' appropriate/recognisable experience as a Professional Nurse with SANC in General Nursing (less 1 year experience for candidates appointed from outside the Public Service after complying with registration requirements). A valid code 8 driver's license. The ability to apply computer technology and programmes. Good communication, supervisory, report- writing and presentation skills. The ability to work in a team and under pressure. **PNDII**: A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A post- basic nursing qualification in Nursing Education and registered with the SANC. A minimum of 14 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in nursing education after obtaining the 1-year post-basic qualification in the relevant specialty (less 1 years' experience for candidate appointed from outside the Public Service after complying with registration requirements). A Valid Code 8 driver's license. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presenting skills. The ability to work in a team under pressure.
- DUTIES** : Coordinate the provision of education and training of student nurses. Work effectively and co-operatively with students and ensure effective and successful education and training of student nurses, in both theory and clinical development. Ensure availability of student guidance and support. Support the Vision and Mission of the College by serving on committees, attending and participating in meetings and College activities. Promote the image of the College. Implement assessment strategies to determine student's competence. Participate in research on Nursing Education.
- ENQUIRIES** : Ms J.E. Malobola Tel No: (012) 319 5601
- APPLICATIONS** : should be submitted strictly online at www.gautengonline.gov.za
- NOTE** : Applications must be accompanied by a completed Z83, comprehensive Curriculum Vitae (CV), certified copies of qualifications, SANC receipt, Identity document and a valid drivers' license. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery, faxed or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is

the intention of the institution to promote equity (race, gender and disability) through the filling of this post. Preference will be given to Coloured, Indian and White Males. The institution reserves the right not to appoint. NB: For assistance with online applications please e-mail your query to e-recruitment@gauteng.gov.za

CLOSING DATE

: 11 June 2021

POST 19/100

: **MIDDLE MANAGER: HUMAN RESOURCE (X1 POST)**

Directorate: Admin

SALARY

: R376 596 per annum, (plus benefits)

CENTRE

: Heidelberg Hospital

REQUIREMENTS

: Degree / Diploma in HR management with a minimum of 5 years' experience in HR management on a supervisory level. Extensive experience in Persal. Knowledge of Public Service Act, PFMA and other legislative prescripts that governs HRM. Computer literacy. Must be a customer focused individual with excellent organizing (verbal and written) communication skills, Proven Project management and excellent planning skills. Good understanding of PSCBC resolutions especially the implementation of grading OSD and NON OSD. Skills: Leadership skills, good interpersonal and presentation skills. Problem solving skills to interact at different levels and from different backgrounds. Ability to interact at strategic level and implement turn-around strategies.

DUTIES

: Manage and render effective personnel administration, salary administration, recruitment and selection, appointments, promotions. Transfers, housing allowance, leave management, PILIR, termination of service and PMDS. Human Resource services. Manage and administer all conditions of services by providing guidance to subordinates and compliance of legislature frameworks and prescripts. Manage and implement OSD and NON-OSD. Attend to audit queries and implementation of the recommendations thereof. Provide training and support in the Unit. Adhere to timelines on projects and provide stats and monthly reports. Induction and orientation of new employees. Undergo continuous training and development. Attend meetings. Draft HR plans and overtime management. Manage PMDS and training department.

ENQUIRIES

: Dr BI Molatlhegi Tel No: 016 341 1201

APPLICATIONS

: should be submitted to HR department at Heidelberg hospital, Hospital Street, Heidelberg, 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg, 1438.

NOTE

: Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Please note that the successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check. The institution reserves the right not to fill the post

CLOSING DATE

: 11 June 2021

POST 19/101

: **MIDDLE MANAGER: CORPORATE SERVICES (X1 POST)**

Directorate: Health

SALARY

: R376 596 per annum, (plus benefits)

CENTRE

: Heidelberg Hospital

REQUIREMENTS

: Degree / Diploma in Public Administration with a minimum of 5 years' experience in management on a supervisory level. Strong leadership in management and understanding hospital corporate management. High skills in HR, finance, patient admin, logistic and SCM. Skills: Leadership skills, good interpersonal and presentation skills. Problem solving skills to interact at different levels and from different backgrounds. Ability to interact at strategic level and implement turn-around strategies.

DUTIES

: Management of Administration and support services. Leadership in the co-operational services of the hospital. Improve internal control to ensure a clean audit. Support core services in regards to HR, Finance, logistics and SCM. Ensure sound financial management of budget and expenditure. Align hospital strategic and the departmental APP. Planning and evaluation of improved services. Performance in line with set indicators with high quality standards, attention to

detail, provide support to hospital governance with regards to hospital board, labour management and external stake holders. Participate in decision making.

ENQUIRIES APPLICATIONS : Dr BI Molatlhegi Tel No: 016 341 1201

should be submitted to HR department at Heidelberg hospital, Hospital Street, Heidelberg, 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg,1438.

NOTE : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Please note that the successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check. The institution reserves the right not to fill the post

CLOSING DATE : 11 June 2021

POST 19/102 : **DIAGNOSTIC RADIOGRAPHER GRADE 1 (X1 POST)**
Directorate: Health

SALARY : Grade 1: R317 976 per annum (plus benefits)
Grade 2: R372 810 per annum (plus benefits)
Grade 3: R439 164 per annum (plus benefits)

CENTRE REQUIREMENTS : Heidelberg Hospital

REQUIREMENTS : **Grade 1:** Registration with the HPCSA as radiographer in respect of RSA qualified employees who performed community service, as required in SA. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as radiographer in respect of RSA qualified employees who performed community service, as required in SA. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as radiographer in respect of RSA qualified employees who performed community service, as required in SA. Computer literacy. Knowledge of Public service legislations and policies.

DUTIES : Partake in 24-hour radiographic services according to scope of profession. Be part of standby / overtime al location. Perform QA / QC tests as per requirements of radiation control. Carry out duties delegated by the departmental management. Adhere to infection control protocols. Ensure protection of confidential patient information. Adhere to record keeping protocols. Be actively involved I in-service training and CPD activities.

ENQUIRIES APPLICATIONS : Mrs. P. Sewnandan Tel No: (016) 341 1185

should be submitted to HR department at Heidelberg hospital, Hospital Street, Heidelberg, 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg,1438.

NOTE : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications (not older than 6 months) to be attached. Please note that the successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check. The institution reserves the right not to fill the post

CLOSING DATE : 11 June 2021

POST 19/103 : **ADMIN OFFICER – MENTAL HEALTH REF NO: SDHS/2021/05/27 (X1 POST)**
Directorate: Mental Health

SALARY : R257 508 – R303 339 per annum (Level 07), (Plus benefits)

CENTRE : Sedibeng District Health Services

REQUIREMENTS : Grade 12 certificate or equivalent with minimum 5 years practical experience in office administration / office management or National Diploma / Degree in Administration with minimum 3 years practical experience in office administration/office management. Valid Driver's License is essential. Knowledge: Sound knowledge of office management. Knowledge and understanding of Mental Health Care Act, regulations and other legal framework governing public service. Computer Literacy is essential – MS Office (Word, Excel, Outlook & PowerPoint). Skills in Planning and organizing, sound analytical thinking, good interpersonal relations, problem solving and decision-making, relationships and maintaining discipline to junior staff. Excellent interpersonal communication - verbal and written. Report writing skills. Understanding of code of conduct. Decision making, planning, organizing and facilitating/presentation skills. Ability to work

<u>DUTIES</u>	: independently, under pressure and in a team situation. Experience working with Non-Governmental Organization will be an added advantage. : Key Performance Areas amongst others: Perform administrative duties relating to office management and provides relevant secretarial/receptionist support service to the Head of Unit and other Mental Health unit Managers. Maintain the diary of the Head of Unit. Arrange meetings and events for the unit manager and the staff. Process the travel and subsistence claims for the unit. Process all invoices that emanates from the activities of the work of the Head of Unit. Record minutes of the meeting of Head of Unit. Expected to perform administration duties regarding the control of leaves, monthly rooster, Attendance registers, PMDS and telephone account of the unit. Receive, records and distribute all incoming and outgoing documents. Collects all relevant documents to enable the unit manager to prepare for meetings. Ensure that all the prescripts and procedures are adhered to at all times. Planning and organizing operations of junior administrative clerks. Monitor performance of junior staff through PMDS system and other Departmental guidelines. Ordering of stock and other consumables for the unit. Write memos, letters and other documents as requested by the supervisor. Perform all other duties delegated by the supervisor. Sign PMDS on an annual basis with supervisor. Will be expected to participate in patient affairs committee and meetings.
<u>ENQUIRIES</u>	: Mr. N. Mbele Tel No: 016 950 6121 / 082 440 2267
<u>APPLICATIONS</u>	: Applicants should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.
<u>NOTE</u>	: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required by the Department, at no cost. People with disabilities are welcome to apply. Applications must be filled on a NEW Z83 form accompanied by a comprehensive CV. At-least 3 references must be on a CV. Candidate must ensure that all qualifications and ID are certified copies and are (not older than 6 months). Applicants must indicate the post reference number on their applications. Failure to submit the required documents as indicated 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. Sedibeng District Health District 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. No S & T and resettlement allowance will be paid. Candidates will be expected to rotate within the District as per service delivery needs.
<u>CLOSING DATE</u>	: 11 June 2021
<u>POST 19/104</u>	: <u>SENIOR ADMINISTRATIVE OFFICER REF NO: TDHS/A/2021/45 (X2 POSTS)</u> Directorate: Supply Chain Management
<u>SALARY</u>	: R257 508 – R303 339 per annum(Level 07)
<u>CENTRE</u>	: Tshwane District Health Services
<u>REQUIREMENTS</u>	: B. Degree (NQF Level 7) or National Diploma (NQF 6) In Supply Chain Management Services/Purchasing/Logistic/Accounting/Commerce/ with 5 years' work experience in Supply Chain Management or Grade 12 Certificate / equivalent qualification plus 10 years relevant experience in Supply Chain Environment. A valid driver's license. Knowledge: of all Acts governing your work area: Supply chain Management Practice note, Public Service Act 1994, Preferential Procurement Policy Framework Act, Public Finance Management Act 1999, Broad Based Black Economic Empowerment Act, Public Finance Management Act, Treasury Regulations, Supply chain management framework, Preferential Procurement Policy Framework, Procurement directives and procedures,

Government Budget procedures, knowledge of SAP & SRM System and all policy and regulation prescripts. Skills: Policy Development And Management, Communication (verbal and written) presentation and report/submission writing skills. Human Resource Management, Conflicts Resolution, Negotiation skills, Computer Literacy, Facilitation Skills, Warehouse and Asset Management. Knowledge of all SCM elements will be an added advantage. Personal Attributes: Trustworthy, Dependable, Innovative, Ability to Work Under Pressure, Self-Motivated And Creative.

DUTIES : Supervise the provisioning of effective and efficient demand, supply and contracts management services in the District. Coordinate SCM Demand Plan and Procurement Plan. Facilitate monthly reconciliation and reporting process. Provide effective and efficient records management. Knowledge of management of District warehouse activities. Ensure that the team / section produces excellent work in terms of quality/ quantity and timelines. Assist in timeously development of job description and of Work Plans. Manage daily employee performance and ensure timely performance.

ENQUIRIES APPLICATIONS : Mrs L Moru Tel No: 012 451 9210
 : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE : Applications must be submitted on new 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 : 11 June 2021

POST 19/105 : **RISK MANAGEMENT AND COMPLIANCE REF NO: PWH/RM/01/21**
 Directorate: CEO Department

SALARY CENTRE REQUIREMENTS : R257 508 Min – R303 339 Max per annum, (plus benefits)
 : Pretoria West District Hospital
 : A three –year qualification in Risk Management, or equivalent. 2 years' experience in the Risk Management field. Demonstrate experience in detailed technical knowledge of National and GPG Risk Management Framework, PFMA, Treasury Regulations, PSA, PSR, SCM prescripts and all other legal prescripts that govern the operations, control environment and governance frameworks of the public service and the ability to apply such technical knowledge. Skills and Competencies: Analytical thinking, written and spoken communication, interpersonal, planning and organizing, time management and coordination skills. Honesty and integrity.

DUTIES : Understanding and implementations of GPG Risk Management Framework within the hospital environment. To assess, evaluate and monitor risks and opportunities in line with strategic and operational plans objectives and targets set. Advise and assist management in the correct management and monitoring of risks specific to work areas so as to enable achievement of goals and objectives set. Establishment and maintenance of the departmental Risk Management Framework. Assist with the planning of all quarterly risk committee sitting within the department and all logistical and content requirements. Assist with provision of statistics and information relevant to the preparation of reports and documents to be tabled at the risk committee. Must be able to communicate clearly and form and informed basis on subject matter both in written format, through presentations and via one on one engagement with relevant managers and teams.

ENQUIRIES APPLICATIONS : Dr HM Mosoane Tel No: (012) 380 1205
 : All Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.

NOTE : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent CV specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: If any discrepancies found, services will be terminated with immediate effect.

CLOSING DATE : 11 June 2021

POST 19/106 : **IT TECHNICIAN/ SUPERVISOR**
Directorate: Administration and Support Services

SALARY : R257 508 per annum, (plus benefits)
CENTRE : Tara the H. Moross Centre, Sandton
REQUIREMENTS : Relevant IT Diploma/ degree / relevant IT certification with more than 2 years IT related experience or Grade 12 plus relevant IT certificate / A+ / N+ with 5 years experience working in the Public Service IT environment, Knowledge of the Public Service Transversal systems (BAS, PERSAL, SAP, SRM etc. Good verbal and writing communication skills plus report writing. Good problem solving and analytical skills. Ability to work under pressure, client orientation and customer focus, ability to handle and manage confidential information. Computer literacy. Valid driver's license.

DUTIES : Installs, configures and upgrade operating systems and software, using standards business and administrative packages. Installs, assembles and configures computers, monitors, network infrastructure and peripherals, such as cables and printers. Maintain departmental local area network. Create web documents as required and assist the department with web-related technology issues and web maintenance. Perform daily monitoring and control of network managed elements. Act as a technical resource in assisting users to resolve problems with equipment and data. Perform first level network operations support Responsible for the standard line support to ensure minimum disruption to network connectivity. Analyze and monitor the ICT connectivity environment. Advise on technical changes in the ICT environment. Liaise between management and users. Manage any virus threats. Manage and maintain all computer equipment at the institution. Provide first line technical support and maintain WAN / LAN and desktops for all hospital users. Minimize service disruption by operating, supporting and maintaining day to day operational issues of the institution. Attend to user complaints. Install and update software all systems. Ensure that all backup is done monthly. Manage telecommunications /telephone management system. Any other duties delegated by supervisor.

ENQUIRIES : Mr. V. Doorasamy Tel No: (011) 535 3032
APPLICATIONS : to be submitted to the following address: HR Department, Tara the H. Moross Centre, Private Bag X7, Randburg, 2125 or physical address at: 50 Saxon Road, Hurlingham, 2196

CLOSING DATE : 11 June 2021

POST 19/107 : **STAFF NURSE (ENROLLED NURSE) REF NO: TRH 02/2021**
Directorate: Nursing

SALARY : Grade 1: R171 381 - R192 879 per annum, (plus benefits)
CENTRE : Tshwane Rehabilitation Hospital
REQUIREMENTS : Qualification that allows registration with SANC as Staff Nurse (enrolled nurse). Registration with South African Nursing Council. Experience in rehabilitation will be an added advantage. Grade 1: less than ten (10) years' appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC. Willing to work in a physical rehabilitation setting and rotate in all departments. Willing to work day and night shifts, weekends and holidays.

DUTIES : Responsibly for total patient care to all patients in the Hospital. Educate and advise patients, including relatives and staff. Ensure efficient and effective management of resources. Rotate through service points as required. Willing to work over weekends and holidays and rotate in other units where the need arise. Maintain patient hygiene e.g washing patients, mouth care and catheter care, bladder and bowel management (Assist patients with elimination procedures). Assist with patient mobility and continue with rehabilitation procedures. Monitor, interpret and record vital signs. Prepare patients for diagnostic procedures. Order stock and equipment as needed in a cost-effective manner. Assist Professional nurses with clinical procedures. Quality nursing care and rehabilitation programme as directed by the Scope of Nursing practice. Have knowledge and interest to work in HCT and OPD. Able to act appropriately in an emergency. Be part of a team in

managing patient. Be able to work within the multidisciplinary health team. Demonstrate effective communication with patients, supervisors, other professionals and junior colleges, including report writing.

ENQUIRIES : Ms MM Rakwena Tel No: (012) 354-6135
APPLICATIONS : must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualifications, relevant council registration certificate and proof of current registration (Where applicable). (Certification should not be more than six (6) months old). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. Males and people with disability are encouraged to apply

CLOSING DATE : 11 June 2021

POST 19/108 : **HOUSEHOLD WORKER REF NO: STDH/00034 (X1 POST)**
Directorate: Admin & Support

SALARY : R122 595 – R144 411 per annum, (plus benefits)
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Grade 10/Abet level 4 or equivalent qualification. A minimum of two (2) years cleaning experience in a hospital environment. Grade 12 certificate will be an added advantage. Ability to read and write. Good interpersonal relations. Be prepared to work night shifts, public holidays and Sundays. Rotate according to allocations.

DUTIES : Cleaning of wards, offices, corridors, elevators and boardrooms. High dusting. Arrange refreshments for meetings. Sorting and counting of linen. Replace toilet papers, hand towels and fresheners. Care for cleaning equipment and render telephone services.

ENQUIRIES : Ms BD Leso Tel No: (011) 531 – 4460
APPLICATIONS : must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham

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

CLOSING DATE : 11 June 2021

POST 19/109 : **FOOD SERVICE AIDS REF NO: STDH/00035 (X7 POSTS)**
Directorate: Admin & Support

SALARY : R102 534 – R120 780 per annum, (plus benefits)
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Abet level 4/ Grade 10 with 1-2 years' experience and appropriate knowledge of food preparation. Exposure to large scale catering or food preparation, i.e.

hospitals and hotels, Grade 12, Food and beverage certificate and exposure to hospital environment will be an added advantage. Should be prepared to work shifts and public holidays. Be willing to work in a team and under pressure.

DUTIES : Responsible for food preparation, snacks, Food parcels (provision) and beverages for patients. Responsible for patients' meal distribution and serving in wards. Apply hygiene and safety measures in all work areas according OHS Act. Responsible for the cleanliness of the Foodservice unit, ward kitchen and equipment. Report waste and losses. Be prepared to relieve in all areas of the Foodservice and wards when required.

ENQUIRIES : Ms P Thwala Tel No: (011) 531 - 4346

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

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

CLOSING DATE : 11 June 2021

POST 19/110 : **PROPERTY CARETAKER REF NO: 008779**
Directorate: Support Staff

SALARY : R102 534 per annum, (plus benefits)

CENTRE : SG Lourens Campus

REQUIREMENTS : Grade 9, Level 1 or equivalent certificate. Basic Literacy. Basic Numeracy skills. Good command of English language. Ability to work under pressure. Have initiative and problem-solving skills. Sound interpersonal relations. Be physically fit.

DUTIES : Maintain fences and practice pest control. Install locks, replace bulbs, repair broken furniture, leaking pipes and cleaning equipment. Monitor the functionality of Campus appliances such as refrigerators, microwaves, stoves and kettles. Clean building exteriors such as water surfaces, swimming pool and stained walls. Execute minor repairs within the Campus.

ENQUIRIES : Ms JE Malobola Tel No: (012) 319 5601

APPLICATIONS : should be submitted strictly online at www.gautengonline.gov.za

NOTE : Applications must be accompanied by a completed Z83, comprehensive Curriculum Vitae (CV), certified copies of qualifications, SANC receipt, Identity document and a valid drivers' license. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery, faxed or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender and disability) through the filling of this post. Preference will be given to Coloureds, Indians and Whites. The institution reserves the right not to appoint. NB: For assistance with online applications please e-mail your query to e-recruitment@gauteng.gov.za

CLOSING DATE : 11 June 2021

POST 19/111 : **CLEANER REF NO: 008780 (X4 POSTS)**
Directorate: Support Staff

SALARY : R102 534 per annum, (plus benefits)

CENTRE : SG Lourens Campus

- REQUIREMENTS** : ABET Certificate. Basic Literacy. Basic Numeracy. Ability to perform routine tasks. Ability to operate cleaning equipment and machinery. Good command of English language. Ability to work under pressure. Sound interpersonal relations.
- DUTIES** : Cleaning offices, corridors, elevators and boardrooms. To provide a high standard of hygiene and cleanliness. Daily cleaning of the Campus facilities, toilets, classrooms and offices. Cleaning student residence. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collecting and removing of waste papers. Cleaning kitchens and restrooms. Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Cleaning of foyers and stairways.
- ENQUIRIES** : Ms JE Malobola Tel No: (012) 319 5601
- APPLICATIONS** : should be submitted strictly online at www.gautengonline.gov.za
- NOTE** : Applications must be accompanied by a completed Z83, comprehensive Curriculum Vitae (CV), certified copies of qualifications, SANC receipt, Identity document and a valid drivers' license. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery, faxed or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender and disability) through the filling of this post. Preference will be given to Coloureds, Indians and Whites. The institution reserves the right not to appoint. NB: For assistance with online applications please e-mail your query to e-recruitment@gauteng.gov.za
- CLOSING DATE** : 11 June 2021

PROVINCIAL TREASURY

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** : must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107. To access the SMS pre-entry certificate course and for further details, please click on the Following link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za
- CLOSING DATE** : 11 June 2021
- NOTE** : Applications must be submitted on the new z83 form, 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 specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all required qualification/s as per the advertisement and ID document. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested

documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 19/112** : **CHIEF DIRECTOR: STRATEGY MANAGEMENT REF NO: GPT/2021/5/1**
Directorate: Strategy Management
- SALARY** : R1 251 183 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE** : Johannesburg
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Management, or Business Management or Commerce. 5 years' experience at Senior Management level. 8 – 10 years' experience in Strategy Management and / or Planning or Consultation environment. Experience in Monitoring and Evaluation.
- DUTIES** : To align all strategic planning efforts of Gauteng Provincial Treasury, facilitate top-down, bottom-ups approach to identify and implement innovations to streamline operations and eliminate redundancies. It further provides a service in the areas of process and quality assurance, knowledge management, strategic innovations and fore-sighting and transformation and change interventions. To manage and coordinate strategic planning. To manage and coordinate the corporate performance monitoring and evaluation. To coordinate policy facilitation, knowledge management and ensure gender, youth, women and people with disabilities (GEYODI) issues are integrated into the departmental programmes. To manage and facilitate the provision of organisational risk and integrity management.
- ENQUIRIES** : Ms. B Mtshizana Tel No: 011 227 9000
- POST 19/113** : **DIRECTOR: PROVINCIAL FINANCIAL REFORMS (NORMS & STANDARDS) REF NO: GPT/2021/5/2**
Directorate: Financial Governance
- SALARY** : R1 057 326 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE** : Johannesburg
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA in Finance / Auditing / Risk field. 5 – 10 years of experience at Middle / Senior Management level. 5 – 10 years of experience in the Finance / Auditing / Risk field.
- DUTIES** : To effectively monitor compliance in the implementation of the Public Finance Management Act and any other legislations in GPG departments and public entities. Assist departments and entities with categorising Acts using the regulatory framework for departments and entities. Assist departments and entities with the preparation of the Compliance Risk Management Plan (CRMP). Review governance arrangements for all GPG public entities. Review banking arrangements for all GPG public entities in accordance with Treasury Regulation 31.33. Ensure that PFMA requests are finalised within two (2) weeks after all the required information received.
- ENQUIRIES** : Ms. B Mtshizana Tel No: 011 227 9000

OTHER POSTS

POST 19/114 : **DEPUTY DIRECTOR: TENDER ADMINISTRATION REF NO: GPT/2021/5/3**
Directorate: Provincial Supply Chain Management
This is a re-advertisement of the post. All those candidates who have applied need not re-apply as their applications will be considered.

SALARY : R733 257 per annum, (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF Level 7) as recognized by SAQA. In Logistics / Purchasing / Supply Chain Management / Procurement Management. 3- 5 years' experience as Junior Management (ASD level) in Administration in Supply Chain Management.

DUTIES : Responsible for a business unit staffed with procurement professionals; Clear understanding of roles by each staff member involved in the process: Duties adequately segregated to avoid collusion: Well defined accountability structures in the tender management section: Responsible for setting performance targets and the measurement thereof: Ensuring that responsibilities within tender management are clearly defined for all personnel in the section: Ensuring that the workload of the team is managed to achieve the overall legislative requirements: Manage tender administration process and approval of administrative documents within tender management: Ensure that a tender is published on time and in proper manner: Tender documents to verified if in line with the legislation before duplication for distribution can take place: Manage tender advertised process: Publishing of tender information of the tender portal (advert, cancelation, award) in accordance with GPG policies and National Treasury Regulations (National Treasury Instruction number 1 of 2015/2016) and on Provincial website: Advertise tenders in the Tender Bulletin according to Treasury Regulation 2005 paragraph 16A6.3 (C): Ensuring that the advert meets the requirements set out in the Preferential Procurement Regulations 2017 (Regulation4,8,9, and 13): Manage relationship between tender management and other process areas in Procurement: A properly managed tender box and properly handled tender documents: Adequate control measures around tender box: Ensure that probity auditors receive the required documents for the projects that they handle: Where tenders are Open Tender Process tenders, the process is done with the appointed probity auditor for the project: Ensure that Departments collect the documentation and sign the documents off: Manager the process of setting-up all meetings in tender management: Proposals received handled in a transparent manner: Administration compliance effectively done to ensure mitigation of basic risk: Handle briefing session for tenders that require it, inform the suppliers on basic tendering requirements and ensuring that Departments comply with the requirements: Upload tenders on the website: Quarterly awards published on the website for transparency: Publication of bids received on Provincial website.

ENQUIRIES : Ms. Linda Ninzi Tel No: 011 227 9000

POST 19/115 : **DEPUTY DIRECTOR: MONITORING AND REPORTING REF NO: GPT/2021/5/4**
Directorate: Provincial Supply Chain Management
This is a re-advertisement of the post. All those candidates who have applied need not re-apply as their applications will be considered

SALARY : R733 257 per annum, (All-inclusive Package)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification Degree (NQF level 7 as recognised by SAQA) in Public Administration / Management Accounting / Finance. 3- 5 years' experience as Junior Management (ASD level) in Monitoring & Reporting. In addition, the candidate must have a certificate in Monitoring & Evaluation or a post-graduate diploma with M&E as major.

DUTIES : Render strategic support with the operations within the Office of the Deputy Director-General: Provincial Supply Chain Management, Manage the flow of documentation (incoming and outgoing) by ensuring that all submissions, memorandums, correspondence, reports are scrutinised, Coordinate the consolidation of the Branch's strategic, business, operational plans as well as

monitor the performance and report on (quarterly, bi-annually, annually) thereof, Administratively manage meetings, recordings of minutes and ensure that all decisions taken are communicated to relevant role players and follow up on progress, Liaise with the internal and external stakeholders on behalf of the Deputy Director General, Ensure the creation of coherence and synergy across all functional areas. Provide support in managing all resources (human, financial, assets) within the office of the Deputy Director-General, Assist with the execution of the strategic objectives of the component in respect of performance output. Render support and take the lead in monthly stakeholder meetings.

ENQUIRIES :

Ms. Baleseng Sedibe Tel No: 011 227-9000

POST 19/116 :

ASSISTANT DIRECTOR: TENDER ADMINISTRATION REF NO: GPT/2021/5/5
Directorate: Provincial Supply Chain Management
This is a re-advertisement of the post. All those candidates who have applied need not re-apply as their applications will be considered

SALARY :
CENTRE :
REQUIREMENTS :

R376 596 per annum, (plus benefits)
Johannesburg
A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Logistics / Purchasing / Supply Chain Management / Procurement Management. 3 – 5 years' experience in administration in Supply Chain Management.

DUTIES :

To provide tender administration services to the Gauteng Provincial Government. Handle all supervisory functions from the team, including PMDS, queries from team: Publishing of tender information (advert, cancellation, award) in accordance with GPG policies and National Treasury Regulations (National Treasury Instruction number I of 2015/2016) as well as on Provincial website: Advertise tenders in the Tender Bulletin according to Treasury Regulation 2005 paragraph 16A6.3©: Ensuring that the advert meets the requirements set out in the Preferential Procurement Regulations 2017 (Regulation 4,8.9 and 13): Ensure the correct capturing of bids and / or proposal received; Successful and accurate handling administrative compliance of tenders received; Proposals received handled in a transparent manner; Where tenders are Open Tender Process tenders. The process is done with appointed probity auditors for the project: Ensure that probity auditors receive the documents and tender opening and admin compliance; Publication of bids received on the Provincial website: ensure the Departments collect the documentation and sign the documents off: Update tender register and weekly report: Ensure that filing and archiving of documents relation to RFP's is complete and up to date: Ensure that all relevant documents are on the shared drive: ensure that there are records of the Tender Administration office files and documents (both current and archived files and documents); ensure all RFP files are up to date; Manage the post tender closure procedures; Read out names of all bids received, except in case of big volumes, where it is an Open Tender Process tender, in the presence of the probity auditor; Ensure that all tender documents are placed in the safe.

ENQUIRIES :

Ms. Linda Ninzi Tel No: (011) 227-9000