

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 25/284** : **MEDICAL SPECIALIST GRADE 3 REF NO: CHBAH 445 – (OBSTETS AND GYNAE) (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : Grade 1: R1 467 651 per annum, (all-inclusive package)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Appropriate qualifications that allow registration with HPCSA as Medical Specialist in normal Specialty Registration. HPCSA registration as Medical Specialist in a normal Specialty. A Minimum of 10 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal specialty or a recognized foreign Health Professional Council in respect of foreign qualified. Proof of current registration with HPCSA (2021/2022).
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.
- ENQUIRIES APPLICATIONS** : Dr S Mankupane Tel No: (011) 933 9154/8154
: should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No Hand Delivery, No faxed or emailed applications will be considered.
- NOTE** : must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the

		Employment Equity target of the department. People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	30 July 2021
<u>POST 25/285</u>	:	<u>MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 444 – (OBSTETS AND GYNAE (X3 POSTS))</u>
<u>SALARY</u>	:	Grade 1: R1 106 040 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration (2021/2022). No experience.
<u>DUTIES</u>	:	The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.
<u>ENQUIRIES</u>	:	Dr S Mankupane Tel No: (011) 933 9154/8154
<u>APPLICATIONS</u>	:	should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No Hand Delivery, No faxed or emailed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	30 July 2021

<u>POST 25/286</u>	:	<u>DENTAL SPECIALIST GRADE 1/2/3 (ORTHODONTICS) (X1 POST)</u> Directorate: Orthodontics
<u>SALARY</u>	:	R1 106 040 – R1 467 651 per annum, (inclusive package) excl commuted overtime
<u>CENTRE</u>	:	Wits Oral Health Centre
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Dental Specialist in Orthodontics. Registration with HPCSA as a Dental Specialist within the relevant discipline Orthodontics. Appropriate Clinical experience as Specialist in Orthodontics after registration with Health Professional Council of South Africa. Experience in teaching and training of undergraduate and postgraduate students after qualifying as a specialist will be an added advantage.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	HR Manager- Mr. P.F Monama Pulankana.Monama@gauteng.gov.za
<u>APPLICATIONS</u>	:	Applications must be send via email to pulankana.monama@gauteng.gov.za OR via post to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017.No faxed or hand delivery applications will be accepted.
<u>NOTE</u>	:	Prospective applicants must please use the New Z83 which is effective as at 01 January 2021 and Applicants to attach copies of all the necessary documents (qualifications) to the application including a valid identity document, CV with minimum of at least three (3) referees, relevant certificates and current proof of HPCSA. Such copies need not be certified when applying for the post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications without proof of the necessary documents will be disqualified.
<u>CLOSING DATE</u>	:	30 July 2021
<u>POST 25/287</u>	:	<u>MEDICAL SPECIALIST GRADE 1-3 REF NO: SBah 72/2021</u> Directorate: Psychiatry Re-Advertisement
<u>SALARY</u>	:	R1 106 040 per annum (plus benefits)
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	MBChB with either Mmed (Psych) or FC Psych qualification and 2 years' experience post qualification as a specialist. Current registration with the HPCSA as an independent specialist practitioner is compulsory. This is a joint-appointment position with both the Gauteng DoH (Steve Biko Academic Hospital) and the Faculty of Health Sciences at the University of Pretoria. Compliance with the minimum requirements for appointments as a lecturer/senior lecturer, as per the University of Pretoria's clinical joint appointments criteria will include evidence of: Minimum of 1 accredited scientific publication and/or presentation(s) at scientific conference(s), Two years teaching experience as a registrar, Engagement in Master's level supervision will be viewed favorably, Community engagement is recommended. Teaching portfolio must be provided. A recommendation by the Head of Academic Department (Psychiatry) from a South African university will be viewed favorably.
<u>DUTIES</u>	:	Service delivery at the Psychiatry Unit, ward 2.1 of Steve Biko Academic Hospital (inpatient and outpatient care, including 72 hours' observations in accordance with Mental Healthcare Act). Afterhours service as per contract. Delivering of consultation-liaison psychiatry service to all departments and units of Steve Biko Academic Hospital and the Department of Family Medicine at Tshwane District Hospital as the need arises. Involvement in undergraduate and post-graduate training of medical students as well as students from other disciplines. Participation in academic research and publication of the clinical unit and academic department. Additional service delivery as decided upon by the unit from time to time.
<u>ENQUIRIES</u>	:	Prof. GP Grobler Tel No: (012) 354 3191

APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : Applications must be submitted with a Z83 form, with relevant attachments. 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 : 30 July 2021

POST 25/288 : **MEDICAL REGISTRAR REF NO: SBAH 73/2021**
Directorate: Plastic Surgery

SALARY : R821 205 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MBChB or equivalent. Current registration with HPCSA as an independent Medical Practitioner. Surgical Primaries and Intermediates will be an added advantage. The many and diverse functions of this position encompass aspects of patient care, education, research (should participate in original basic or clinical research). The service aspects include ensuring correct surgical treatment of patients. The academic programme will include patient care presentations, subject discussions and attendance of the post graduate academic programme. This position is intended for grooming of candidates who are pursuing a surgical career.

DUTIES : Locate work in a public service context. Plan & organize work to achieve objectives that meet service standards. Lead a team to solve workplace problems and conflict. Identify performance requirements and improve work team performance. Manage own performance and development. Communicate in the work place and work team. Lead change in a team in the workplace. Produce data and analyses statistics for workplace operations in the Department-Logbook. Deliver and monitor client service. Secure & allocate resources and a budget to achieve workplace objectives. Maintain physical and/or electronic information records. Use computer and/or equipment to achieve work team objectives.

ENQUIRIES : Prof. T Mulaudzi Tel No: (012) 354 2099
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : Applications must be submitted with a Z83 form, with relevant attachments. 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 : 30 July 2021

POST 25/289 : **MEDICAL REGISTRAR REF NO: SBAH 74/2021**
Directorate: Orthopaedics

SALARY : R821 205 per annum, (plus benefits)
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MBChB or equivalent. A Valid registration with HPCSA as an independent Medical Practitioner.

DUTIES : The many and diverse functions of this position encompass aspects of patient care, education, research (should participate in original basic or clinical research) and counsel during orthopaedic surgery emergencies. The service aspect includes ensuring correct orthopaedic surgical treatment of patients. The academic programme will include teaching under graduate students, patient case presentations, subject discussion and attendance of the postgraduate programmes. The academic and training requirements include passing primary and intermediate exams of University of Pretoria or College of Medicine South Africa.

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

NOTE : Applications must be submitted with a Z83 form, with relevant attachments. 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 : 30 July 2021

<u>POST 25/290</u>	:	<u>MEDICAL OFFICER GRADE 1 REF NO: SBAH 75/2021</u> Directorate: Medical Oncology
<u>SALARY</u>	:	R821 205 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as a Medical Officer. Appropriate computer literacy. Willingness to do Clinical Research.
<u>DUTIES</u>	:	Wards rounds, Outpatients clinics, Lectures. Must Participate in Clinical Research.
<u>ENQUIRIES</u>	:	Dr. RM Khanyile Tel No: (012) 354 1054
<u>APPLICATIONS</u>	:	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>	:	Applications must be submitted with a Z83 form, with relevant attachments. 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>	:	30 July 2021
<u>POST 25/291</u>	:	<u>REGISTRAR FAMILY MEDICINE REF NO: TDHS/A/2021/55 (X2 POSTS)</u> Directorate: Family Medicine - University of Pretoria and Sefako Makgatho Health Sciences University
<u>SALARY</u>	:	R821 205 – R858 711 per annum
<u>CENTRE</u>	:	Tshwane District Health Services
<u>REQUIREMENTS</u>	:	Matric, MBChB or equivalent. Candidate must be registered with the Health Professions Council of South Africa (HPCSA). A minimum of 1-year experience as a Medical Officer (excluding Community Service) is required. An applicant must be a permanent / naturalized South African resident. Other Skills / Requirements: Own discipline, knowledge of relevant legislations, regulations, health programs and policies, program planning, implementation and evaluation. Information management, quality assurance and improvement programs, leadership, communication, problem solving, computer literacy, stress tolerance, self-confidence, objectiveness and empathy.
<u>DUTIES</u>	:	Registrar will, inter alia, be responsible for rendering clinical service, assessment and treatment of patients. A registrar is expected to carry out related administrative duties, to participate in all activities of Family Medicine which relate to teaching and research. S/he will participate in departmental audit activities, prepare and write reports. The registrar will be rotated through related departments at various hospital complexes in their specific outreach programs, including community health centres and clinics.
<u>ENQUIRIES</u>	:	Prof. JV Ndimande Tel No: (012) 451 9247/9229
<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>	:	30 July 2021
<u>POST 25/292</u>	:	<u>MEDICAL OFFICER GRADE 1/2/3 (MENTAL HEALTH) REF NO: MO/SRH/02/21</u> Directorate: Medical
<u>SALARY</u>	:	R821 205 – R1 089 693 per annum (All inclusive package)
<u>CENTRE</u>	:	South Rand Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner Grade 1 : One must have completed community service, registered and have proof of the current registration with the HPCSA. Grade 2 : A minimum of 5-year appropriate experience as Medical Officer with the HPCSA is required. Grade 3 : A minimum of 10-year appropriate experience as Medical Officer after registration with the HPCSA is required. Must have experience working with Inpatient and Outpatient Mental Health Care Users and must be able to function within a multi-disciplinary team. Experience in a public health service environment would be an advantage.
<u>DUTIES</u>	:	The incumbent will be responsible for management and coordination of clinical care and treatment of Mental Health Care Users both inpatient and outpatient. Supervision and training of Community Service Doctors. Improve the quality of

care and reduce the medical litigation by practicing evidence based psychiatry. Attend all the clinical audit and peer review meetings like Morbidity and Mortality. Complete Medico-Legal documents timeously and submit monthly statistics. Participation in hospital committees such as Infection Control and Occupational Health and Safety. Be willing to participate in commuted overtime and after-hour duties to provide continuous uninterrupted care of patients.

ENQUIRIES APPLICATIONS : Dr. ME Letwaba Clinical Manager Tel No: (011) 681 2008 / 062 866 1865
: Quote the relevant reference number and direct the applications to South Rand Hospital Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road application box or email application at Recruitment2.Soutrand@gauteng.gov.za

NOTE : NB attach NEW Z83, curriculum vitae with three references. According to Circular 5 of 2021, copies of your qualifications and Identity book do not need to be certified upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card copy must show both sides of the ID card. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks.

CLOSING DATE : 30 July 2021

POST 25/293 : **PSYCHOLOGIST GRADE 1 REF NO: PSYCHOL/SRH/03/21**
Directorate: Medical

SALARY CENTRE REQUIREMENTS : R713 361 – R784 278 per annum, (All inclusive package)
: South Rand Hospital
: Applicant must have the Master's Degree in Clinical Psychology. Registration with the HPCSA as a Clinical Psychologist (Independent Practice) is essential. Have good analytical, report writing and verbal communication skills. Sound knowledge of current health and public service legislation, regulations, and professional ethics. Teaching, training, research, IT and time management skills. In possession of a valid driver's license. Must have experience working with Inpatient and Outpatient Mental Health Care Users and must be able to function within a multi-disciplinary team. Experience in a public health service environment would be an advantage.

DUTIES : Provide psychological services to adult inpatients and outpatients (assess, treat, rehabilitate and refer to ensure continuity of care). Conduct psychometric assessments and neuropsychological assessments. Work within a multidisciplinary team. Provide consultation-liaison psychology services within the hospital. Coordinate and manage provision of psychology services. Research and teaching responsibilities, including training and/or supervision of intern and community service psychologists. Carry out administrative duties. Plan and prepare for all internal and external audits in the hospital. Administer PMDS and evaluation of junior level staff. Participate in the mentorship and training of students. Participate and implement the departmental policy on training and continuous professional development to ensure departmental standards and effective patient service delivery in line with National Standards.

ENQUIRIES APPLICATIONS : Dr ME Letwaba Clinical Manager Tel No: (011) 681 2008 / 062 866 1865
: Quote the relevant reference number and direct the applications to South Rand Hospital Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road application box or email application at Recruitment2.Soutrand@gauteng.gov.za

NOTE : NB attach NEW Z83, curriculum vitae with three references. According to Circular 5 of 2021, copies of your qualifications and Identity book do not need to be certified upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card copy must show both sides of the ID card. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks.

CLOSING DATE : 30 July 2021

POST 25/294 : **OPERATIONAL MANAGER – ASSISTANT MANAGER (SPECIALTY) REF NO: JHDD06**
(Re-Advertisement)

SALARY : R614 991 per annum, (Plus benefits)

- CENTRE REQUIREMENTS** : JHB Health District Place Of Work: Lilian Ngoyi Chc
 : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 10 years; appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management/supervisory level. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). Financial management and human resource management; Leadership, organizational, decision making and problem solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation. Computer literacy is mandatory. Driver's licence will be an added advantage.
- DUTIES** : To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by the facility. To ensure compliance to professional and ethical standards at all times. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facility. Facilitate provision of a comprehensive package of service at PHC level and ensure that the unit adheres to the principles of Batho Pele. Ensure effective implementation of Service and Quality Improvement Plans, Occupational Health and Safety as well as Quality Assurance Program etc. Ensure compliance with clinical protocols, norms and standards within the clinic. Adhere to Office of the Health Standard Compliance and ensure effective achievement on Ministerial Priorities, Ideal Clinic Compliance and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS); develop and implement staff training plan. Attend to grievances of staff and administer discipline; and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of day, weekly, monthly, quarterly and annual reports. Manage and implement COVID 19 guidelines. General administration duties and management soft skills is mandatory.
- ENQUIRIES APPLICATIONS** : Ms. M. Mazibuko Tel No: (011) 984 4120
 : Application on Z83 form with attached copies of required qualifications, ID, etc. and CV to be emailed at JhbHealth.District.JobApplications@Gauteng.gov.za
- NOTE** : (HR will communicate with shortlisted candidates to either bring certified copies during interviews or before interviews). Applicants must indicate the post reference number in their applications.
- CLOSING DATE** : 30 July 2021
- POST 25/295** : **OPERATIONAL MANAGER (SPECIALITY UNIT): (PN-B3) REF NO: CHBAH-446 (X1 POST)**
 Directorate: Obstetrics and Gynaecology (Nursing)
- SALARY CENTRE REQUIREMENTS** : R562 800 – R633 432 per annum, (plus benefits)
 : Chris Hani Baragwanath Academic Hospital (CHBAH)
 : Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic Nursing Qualification, with a duration of at least 1 year in Midwifery and Neonatal Science (Advanced Midwifery) accredited with SANC. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, at least 5 years of the period referred to above must be appropriate/recognizable experience in the Midwifery and Neonatal Science filed after obtaining the 1-year post-basic qualification in the Midwifery and Neonatal Science (Advanced Midwifery). A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council for 2021. Ability to

take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and Facilitate holistic treatment and Nursing care. Competencies/ Knowledge/ Skills: Computer literacy i.e. (Ms Word, Power Point). Knowledge of administrative policies, institutional policy framework and Guidelines. Knowledge of legal prescripts that regulate nursing and health services. Ability to work independently and innovatively. Ability to take charge and make appropriate independent decisions. Decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Skills: Leadership, Ward management/ ward administration planning, organizing, co-ordination and communication skills. Facilitation and presentation skills, problem solving and decision-making skills. Personal: Responsiveness, reactivity, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

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

ENQUIRIES APPLICATIONS : Mr. NB. Mulaudzi Tel No: (011) 933 0134/9779
: Applications should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. NO HAND Delivery.

NOTE : No faxed or emailed applications will be considered. Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

CLOSING DATE : 30 July 2021

POST 25/296 : **OPERATIONAL MANAGER (SPECIALTY UNIT): (PN-B3) REF NO: CHBAH-447 (X1 POST)**
Directorate: Paediatrics (Nursing)

SALARY CENTRE : R562 800 – R633 432 per annum, (plus benefits)
: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS

: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic Nursing Qualification, with a duration of at least 1 year in Critical care or Child Nursing Science accredited with SANC. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, at least 5 years of the period referred to above must be appropriate/recognizable experience in the Critical care or Child Nursing Science filed after obtaining the 1-year post-basic qualification in the Critical care or Child Nursing Science. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council for 2021. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and Facilitate holistic treatment and Nursing care. Competencies/ Knowledge/ Skills: Computer literacy i.e. (Ms Word, Power Point). Knowledge of administrative policies, institutional policy framework and Guidelines. Knowledge of legal prescripts that regulate nursing and health services. Ability to work independently and innovatively. Ability to take charge and make appropriate independent decisions. Decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Skills: Leadership, Ward management/ ward administration planning, organizing, co-ordination and communication skills. Facilitation and presentation skills, problem solving and decision-making skills. Personal: Responsiveness, reactivity, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

DUTIES

: Supervise and evaluate quality of nursing care as directed by professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Perform as an operational manager in accordance with the scope or practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implement of National Core Standards Manage and monitor effective utilization and supervision of human, financial and physical resources. Co-ordination and provision of effective training and research. Maintain professional growth/ethical standards and self-development. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Maintain constructive working relationships with nursing and other stake holders. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Participate in training, research and self-development. Management of personnel performance and review thereof.

**ENQUIRIES
APPLICATIONS**

: Mr. NB. Mulaudzi Tel No: (011) 933 0134/9779
: should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No Hand Delivery, No faxed or emailed applications will be considered.

NOTE

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

may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

CLOSING DATE

: 30 July 2021

POST 25/297

: **OPERATIONAL MANAGER GRADE 1 NURSING REF NO: CHBAH-448 (X1 POST)**

Directorate: Palliative Care (Nursing)

SALARY

: R444 276 - R500 031 per annum, (plus benefits)

CENTRE

: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS

: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council. A minimum of nine (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. Post basic training in Palliative Care or Oncology Nursing. A Postgraduate Diploma in Palliative Care and. Diploma/Degree in Nursing Administration will be of added advantage. At least five (5) years of the period referred to above must be appropriate/recognizable experience in Palliative Care after obtaining Palliative Care or Oncology training. Current registration with South African Nursing Council for 2021. Knowledge of Nursing Care processes and procedures, 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. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues. Work effectively and amicably as part of the multidisciplinary team, with persons of diverse intellectual, cultural, racial, or religious differences. Demonstrate good understanding of the National Policy Framework and Strategy for Palliative Care and its priorities. Ability and experience in training health care professionals. Demonstrate basic computer literacy as a support to enhance service delivery. Understanding of Nursing Core Values, National Core Standards, Ideal Hospital Realization and Maintenance Framework, Occupational Health and Safety and Infection Prevention and Control. Competencies/ Knowledge/ Skills: Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively. Knowledge of legal prescripts that regulate nursing and health services. Ability to take charge and make appropriate independent decisions. Decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Skills: Leadership, Ward management/ ward administration planning, organizing, co-ordination and communication skills. Facilitation and presentation skills, problem solving and decision-making skills. Personal: Responsiveness, reactivity, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive.

DUTIES

: Supervise and evaluate quality of nursing care as directed by professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Perform as an operational manager in accordance with the scope or practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implement of National Core Standards Manage and monitor effective utilization and supervision of human, financial and physical resources. Co-ordination and provision of effective training and research. Maintain professional growth/ethical standards and self-development. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Maintain constructive working relationships with

nursing and other stake holders. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Participate in training, research and self-development. Management of personnel performance and review thereof.

**ENQUIRIES
APPLICATIONS**

: Dr Mpho Ratshikana Tel No: (011) 933 0051
: should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No Hand Delivery, No faxed or emailed applications will be considered.

NOTE

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

CLOSING DATE

: 30 July 2021

POST 25/298

: **PROFESSIONAL NURSE SPECIALTY PNB1 (PSYCHIATRY) REF NO:
PROFNURPNB1/SRH/05/21**
Directorate: Nursing

**SALARY
CENTRE
REQUIREMENTS**

: R383 226 – R444 276 per annum
: South Rand Hospital
: Basic R425 qualification (i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Current registration with SANC. A post basic qualification with duration of at least One year accredited with SANC in Advanced PSYCHIATRY. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in general nursing. Knowledge of prescripts governing Mental Health services. Previous experience in Mental Health Services will be an added advantage.

DUTIES

: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practice. Perform clinical nursing practice in accordance with the scope of practice and nursing standards of required speciality. Work as part of a multidisciplinary team to ensure good nursing care. Work as a team leader in the department. Effective communication with patients, supervisors and clinicians. Able to plan and organise own work and that of support personnel to ensure quality nursing care. Good communication and report writing skills. Ability to develop staff and self. Willing to work shifts and over weekends when there is a need. Knowledgeable in aspects of Ideal Hospital, Complaints Management and management of Patients Safety Incidents.

**ENQUIRIES
APPLICATIONS**

: Mrs E.K Kgomongwe Tel No: (011)681 2018
: Quote the relevant reference number and direct the applications to South Rand Hospital Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars

		Hill Road application box or email application at Recruitment2.Southrand@gauteng.gov.za
<u>NOTE</u>	:	NB attach NEW Z83, curriculum vitae with three references. According to Circular 5 of 2021, copies of your qualifications and Identity book do not need to be certified upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card copy must show both sides of the ID card. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks.
<u>CLOSING DATE</u>	:	30 July 2021
<u>POST 25/299</u>	:	<u>LECTURER PND1/PND2 IN MIDWIFERY NURSING SCIENCE REF NO: CHBC/MNS/JULY2021 (X3 POSTS)</u> Directorate: Gauteng College of Nursing (GCON)
<u>SALARY</u>	:	PND1: R383 226 per annum, (plus benefits) PND2: R471 333 per annum, (plus benefits)
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani Baragwanath Campus Senior Certificate or equivalent qualification. Basic qualifications accredited with South African Nursing Council (SANC) in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Degree in Nursing Education registered with the SANC. Degree in Nursing Administration registered with the SANC. Post basic qualification in Midwifery and Neonatal nursing science registered with the SANC will be an added advantage. Current SANC registration receipt. PND1 , minimum of four (4) years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General nursing and Midwifery. Five (5) years' experience in Midwifery clinical practice. PND2 , minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse, five (5) years' experience in Midwifery clinical practice and ten (10) years of appropriate/recognizable experience in nursing education. Knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards, Scope of Practice and all relevant regulations. Must be computer literate. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Valid driver's license.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of training programmes; provide theoretical and clinical instructions, and conduct evaluations of Midwifery Nursing Science academic programmes; clinical accompaniment, supervision and implementation of assessment strategies to determine student's competencies; exercise control over students; provide student guidance and support towards attainment of minimum course requirements as set by SANC; support the mission of the College by serving in Committees, attending and participating in meetings and College activities. Promote the image of the College; participate in research relevant to Nursing Education. Develop, review and evaluate curriculum, and engage in own continuous Professional development (CPD) related to own area of practice and to Nursing Education.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. P.C Sithole Tel No: (011) 983 3009 Applications should be submitted Human Resource Department at the Chris Hani Baragwanath Campus (inside the Hospital premises) between 7:00 am and 15:30 pm Monday to Thursday and between 7:00 am and 12:30 pm on Friday, Chris Hani Road, Diepkloof, Soweto or posted Attention Human Resource Department, Private Bag X05, Bertsham, 2013.
<u>NOTE</u>	:	All applications must be submitted on a new Z83 (81/971431) and can be obtained from Department of Public Service and Administration (DPSA) website. Job application form with your C. V., copies of your I.D, current SANC receipt, valid driver's license and qualifications must be attached. Copy of service record in Nursing Education. Attached copies need not be certified when applying for a post. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting the application. Contactable referees quoted on the CV. State all your competencies including computer literacy in your C.V. 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 positive results of the security clearance process (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 closing date will not be considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. CHBC 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. 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.

- CLOSING DATE** : 30 July 2021 @ 12h00 am
- POST 25/300** : **OCCUPATIONAL HEALTH NURSE PRACTITIONER GRADE 1 REF NO: OHNP-01/07**
Directorate: Nursing Department
- SALARY CENTRE REQUIREMENTS** : R383 226 - R444 276 per annum, (excluding benefits)
: Wits Oral Health Centre
: Registered with SANC as a Professional Nurse with 5 years' experience in Nursing and registered with SANC as a specialist in Occupational Health and Safety Nursing. Knowledge/ course in an integrated Employee Health and Wellness programme will be an added advantage. Strong writing and policy development skills. Ability to work under pressure and in changing environment. Ability to work independently with good interpersonal skills. Knowledge and understanding of all Nursing Legislation and Health Acts.
- DUTIES** : Plan, develop and administer policies and procedures of Occupational Health and Safety. Manage resources to meet the Department's Occupational Health and Safety Services to employees that lead to the promotion, protection and restoration of the employees and student's health within a safe working environment. Comply with statutory requirements and departmental policies and procedures and administrative duties. Develop a risk assessment to identify and prevent health care problems, immediate management of the situation and take remedial steps to ensure safety of employees and students. Ensure that the institution complies with OHS rules to ensure safe working environment by identifying worker and work place hazards. Education of all employees and students on preventative measures against occupational hazards. Promote healthy living and working conditions. Develop relevant Occupational Health and Safety protocols and SOPs. Establish a referral system for the institution, program development and marketing of marketing of OHS services. The incumbent will also responsible to do operational work such as Medical Surveillance, management of injury on duty. Management of medical emergency for staff and participate in Disaster Management. Work with HR and other stakeholders in the management of absenteeism due to ill health and injury on duty. Plan and budget for OHS, identify training needs and develop programmes.
- ENQUIRIES APPLICATIONS** : HR Manager- Mr. P.F Monama Pulankana.Monama@gauteng.gov.za
: must be send via email to pulankana.monama@gauteng.gov.za OR via post to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017.
- NOTE** : Applicants to attach copies of all the necessary documents (qualifications) to the application including a valid identity document, CV with minimum of at least three (3) referees, relevant certificates and current proof of SANC. Such copies need not be certified when applying for the post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications without proof of the necessary documents will be disqualified. Applications: Prospective Applicants Must Please Use the New Z83 Which Is Effective as at 01 January 2021 No faxed or hand delivery applications will be accepted.
- CLOSING DATE** : 30 July 2021

<u>POST 25/301</u>	:	<u>LECTURER PND1/PND2 IN SOCIAL SCIENCES AND PSYCHIATRIC NURSING SCIENCE REF NO: CHBC/PNS/JULY2021 (X2 POSTS)</u> Directorate: Gauteng College of Nursing (GCON)
<u>SALARY</u>	:	PN-D1: R383 226 per annum, (plus benefits) PN-D2: R471 333 per annum, (plus benefits)
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani Baragwanath Campus Senior Certificate or equivalent qualification. Basic qualifications accredited with South African Nursing Council (SANC) in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Degree in Nursing Education registered with SANC. Degree in Nursing Administration registered with SANC. Current SANC registration receipt. A minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse with the SANC in General Nursing for PND1 . A minimum of two (2) years' experience in Clinical Psychiatric Nursing. Minimum of 14 years appropriate/ recognizable nursing experience after registration as a Professional Nurse, at least 10 years of the period must be appropriate//recognizable experience in nursing education for PND2 . Valid drivers' license. Computer literate. Sound communication, supervisory, word and presentation skills. Ability to work in a team and under pressure.
<u>DUTIES</u>	:	Involvement in the planning, coordination and implementation of Psychiatric Nursing Science training programmes. Provide theoretical and clinical instruction, and evaluation of Social Sciences and Psychiatric Nursing Science. Clinical accompaniment which include clinical teaching and evaluation to determine students' competencies. Exercise control over students. Provide student with clinical guidance and support. Support the mission of the College by serving in Committees, attending and participating in meetings and College activities. Promote the image of the College. Participate in research relevant to Nursing Education. Develop, review and evaluate curriculum. Engage in own continuous Professional development (CPD) related to own area of practice and to Nursing Education.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. H.R Letlape Tel No: (011) 983 3007 should be submitted Human Resource Department at the Chris Hani Baragwanath Campus (inside the Hospital premises) between 7:00 am and 15:30 pm Monday to Thursday and between 7:00 am and 12:30 pm on Friday, Chris Hani Road, Diepkloof, Soweto or posted Attention Human Resource Department, Private Bag X05, Bertsham, 2013.
<u>NOTE</u>	:	All applications must be submitted on a new Z83 (81/971431) and can be obtained from Department of Public Service and Administration (DPSA) website. Job application form with your C. V., copies of your I.D, current SANC receipt, valid driver's license and qualifications must be attached. Copy of service record in Nursing Education. Attached copies need not be certified when applying for a post. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting the application. Contactable referees quoted on the CV. State all your competencies including computer literacy in your C.V. 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 positive results of the security clearance process (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 closing date will not be considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. CHBC 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. 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.
<u>CLOSING DATE</u>	:	30 July 2021 @ 12h00 am

- POST 25/302** : **LECTURER PND1/PND2 IN COMMUNITY NURSING SCIENCE REF NO: CHBC/CNS/JULY2021 (X2 POSTS)**
Directorate: Gauteng College of Nursing (GCON)
- SALARY** : PN-D1: R383 226 per annum, (plus benefits)
PN-D2: R471 333 per annum, (plus benefits)
- CENTRE REQUIREMENTS** : Chris Hani Baragwanath Campus
Senior Certificate or equivalent qualification Basic qualifications accredited with South African Nursing Council (SANC) in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Degree in Nursing Education and registered with the SANC. Degree in Nursing Administration and registered with the SANC. Diploma in Community Nursing Science. Primary Health Care qualification would be advantageous. Current SANC registration receipt. Minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse for **PND1**. Minimum of four (4) years appropriate/ recognizable nursing experience after registration as a Professional Nurse and ten (10) years appropriate/recognizable experience in nursing education for **PND2**. Minimum of two years' experience as Community Health Nurse. Knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards and Scope of Practice and all relevant regulations. Must be computer literate. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Valid driver's license.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of training programmes; provide theoretical and clinical instructions, and conduct evaluations of Community Nursing Science academic programs; clinical accompaniment, supervision and implementation of assessment strategies to determine student competencies; exercise control over students; provide student guidance and support towards attainment of minimum course requirements as set by SANC. Support the mission of the College by serving in Committees, attending and participating in meetings and College activities. Promote the image of the College; participate in research relevant to Nursing Education. Develop, review and evaluate curriculum. Engage in own continuous professional development (CPD) related to own area of practice and to Nursing Education.
- ENQUIRIES APPLICATIONS** : Ms. C.T Mashamaite Tel No: (011) 983 3012
should be submitted Human Resource Department at the Chris Hani Baragwanath Campus (inside the Hospital premises) between 7:00 am and 15:30 pm Monday to Thursday and between 7:00 am and 12:30 pm on Friday, Chris Hani Road, Diepkloof, Soweto or posted Attention Human Resource Department, Private Bag X05, Bertsham, 2013.
- NOTE** : All applications must be submitted on a new Z83 (81/971431) and can be obtained from Department of Public Service and Administration (DPSA) website. Job application form with your C. V., copies of your I.D, current SANC receipt, valid driver's license and qualifications must be attached. Copy of service record in Nursing Education. Attached copies need not be certified when applying for a post. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting the application. Contactable referees quoted on the CV. State all your competencies including computer literacy in your C.V. 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 positive results of the security clearance process (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 closing date will not be considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. CHBC 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. 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.
30 July 2021 @ 12H00

CLOSING DATE

POST 25/303

LECTURER PND1/PND 2 -DIPLOMA IN NURSING REF NO: CHBC/MNS/JULY2021 (X6 POSTS)
Directorate: Gauteng College of Nursing (GCON)

SALARY

PND1: R383 226 per annum, (plus benefits)
PND2: R471 333 per annum, (plus benefits)

CENTRE

Chris Hani Baragwanath Campus

REQUIREMENTS

Senior Certificate or equivalent qualification. Basic qualifications accredited with SANC in terms of Government Notice R425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse. Degree in Nursing Education and registered with the SANC. Current SANC registration receipt. Minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse with the SANC in General Nursing and Midwifery for **PND1**. Minimum of four (4) years appropriate/ recognizable nursing experience after registration as a Professional Nurse and ten (10) years appropriate/recognizable experience in Nursing Education for **PND2**. A minimum two years' experience community nursing will be advantageous. knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards, Scope of Practice and all relevant regulations. Valid driver's license. Must be computer literate. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure.

DUTIES

The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of training programmes; provide theoretical and clinical instructions, and conduct evaluations of General Nursing Science academic programmes; clinical accompaniment, supervision and implementation of assessment strategies to determine student competencies; exercise control over students; provide student guidance and support towards attainment of minimum course requirements as set by SANC; support the mission of the College by serving in Committees, attending and participating in meetings and College activities; promote the image of the College; participate in research relevant to Nursing Education; develop, review and evaluate curriculum, and engage in own continuous professional development (CPD) related to own area of practice and to Nursing Education.

ENQUIRIES

Ms. D.N Kubeka Tel No: (011) 983 3003

APPLICATIONS

should be submitted Human Resource Department at the Chris Hani Baragwanath Campus (inside the Hospital premises) between 7:00 am and 15:30 pm Monday to Thursday and between 7:00 am and 12:30 pm on Friday, Chris Hani Road, Diepkloof, Soweto or posted Attention Human Resource Department, Private Bag X05, Bertsham, 2013.

NOTE

All applications must be submitted on a new Z83 (81/971431) and can be obtained from Department of Public Service and Administration (DPSA) website. Job application form with your C. V., copies of your I.D, current SANC receipt, valid driver's license and qualifications must be attached. Copy of service record in Nursing Education. Attached copies need not be certified when applying for a post. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting the application. Contactable referees quoted on the CV. State all your competencies including computer literacy in your C.V. 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 positive results of the security clearance process (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 closing date will not be considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. CHBC 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. 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.

- CLOSING DATE** : 30 July 2021 @ 12H00
- POST 25/304** : **DIETICIAN GRADE 1 REF NO: CHBAH-457 (X1 POST)**
Directorate: Dietetics
- SALARY CENTRE REQUIREMENTS** : R317 976 – R361 872 per annum, (plus benefits)
Chris Hani Baragwanath Academic Hospital
Dietetics Degree. Completed community service year as a Dietician. Registration with the Health Profession Council of South African (HPCSA) as a Dietician with independent practitioner status, plus renewed HPCSA card/membership for 2021/2022.
- DUTIES** : Assess and treat all patients within allocated clinical load. Partake in allocated administrative duties. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Participate in quality assurance methods. Oversee allocated officials. Participate in CPD activities. Supervise and train Dietetic students. Exercise care with all consumables and equipment. Communicate with relevant stakeholders. Undergo training and development programs. Train all relevant personnel. Attend relevant meetings. Implement policies, guidelines and protocols relevant to dietetics services. Comply with standards and ethical requirements as set out by the HPCSA and the Public Sector Code of Conduct. Carry out duties as delegated to ensure patient care and excellent service delivery.
- ENQUIRIES APPLICATIONS** : Ms. N. Mongoegi Tel No: (011) 933 9016
should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No Hand Delivery, No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.
- CLOSING DATE** : 30 July 2021
- POST 25/305** : **OCCUPATIONAL THERAPIST PRODUCTION LEVEL GRADE 1 REF NO: CHBAH-458 (X1 POST)**
Directorate: Occupational Therapy
- SALARY CENTRE** : R317 976 – R361 872 per annum, (plus benefits)
Chris Hani Baragwanath Academic Hospital

- REQUIREMENTS** : National Senior Certificate and Degree in Occupational Therapy. Successful completion of community service year as an Occupational Therapist. Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist with independent practitioner status. Current annual HPCSA registration for the period 2021/2022. Computer literacy (Ms Word, Ms Excel). Knowledge of the public service legislations, policies, and procedures. Good written and verbal communication skills. Ability to work as a member of a multidisciplinary team. Analytical thinking, independent decision-making and problem-solving skills.
- DUTIES** : Assess and treat all adult neurological patients within allocated clinical load. Assist with other clinical loads as needed. Work experience or further training in the adult neuro-rehabilitation field would be advantageous. Partake in allocated administrative duties. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Participate in quality assurance methods. Communicate effectively with all stakeholders. Follow the correct channels of communication. Oversee allocated officials. Participate in CPD activities. Supervise OT students. Exercise care with all consumables and equipment.
- ENQUIRIES** : Ms L. Soulsby Tel No: (011) 933 8187
APPLICATIONS : should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No Hand Delivery, No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.
- CLOSING DATE** : 30 July 2021
- POST 25/306** : **OCCUPATIONAL THERAPIST GRADE 1 (MENTAL HEALTH) REF NO: OCCTHER/SRH/04/21**
 Directorate: Allied
- SALARY** : R317 976 – R361 872 per annum
CENTRE : South Rand Hospital
REQUIREMENTS : Occupational Therapy appropriate qualification that allows registration with the HPCSA as an Occupational Therapist. Currently registered with the HPCSA as an Independent Practice Occupational Therapist. One-year community service experience completed. Experience in Mental Health will be an added advantage.
- DUTIES** : Provide an Occupational Therapy service to Mental Health Care Users (Acute and chronic). Execute optimal and evidence based Occupational Therapy

individual and group treatment for in- and out- patients primarily for Psychiatric patients and in all other areas of OT if deemed necessary by the HOD. Administer standardised and clinical assessments to patients requiring FCEs and other clinical reports. Execute all patients and departmental related administrative tasks including data compilation, stock management, various internal and external meetings and submission of monthly reports. Plan and prepare for all internal and external audits in the hospital. Administer PMDS and evaluation of junior level staff. Participate in the mentorship and training of community service therapists and students. Participate and implement the departmental policy on training and continuous professional development to ensure departmental standards and effective patient service delivery, in line with National Standards.

ENQUIRIES : Dr. ME Letwaba Clinical Manager Tel No: (011) 681 2008 / 062 866 1865
APPLICATIONS : Quote the relevant reference number and direct the applications to South Rand Hospital Private Bag X 1 Rosettenville 2130 or hand deliver at 1st Floor, Friars Hill Road application box or email application at Recruitment2.Soutrand@gauteng.gov.za

NOTE : NB attach NEW Z83, curriculum vitae with three references. According to Circular 5 of 2021, copies of your qualifications and Identity book do not need to be certified upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card copy must show both sides of the ID card. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, criminal records check as well as a credit/ financial stability checks.

CLOSING DATE : 30 July 2021

POST 25/307 : **ADMINISTRATION OFFICER: FACILITY REF NO: CHBC/ADMIN/JULY2021 (X1 POST)**
 Directorate: Gauteng College of Nursing (GCON)

SALARY : R257 508 – R303 339 per annum (Level 07), (plus benefits)
CENTRE : Chris Hani Baragwanath Campus
REQUIREMENTS : Degree/Diploma in Facility/Building Management, Project Management with a minimum of three (3) or more years' experience in Facility Management Department OR Grade 12 with a minimum of five (5) or more years' experience in a Facility Management Department. Knowledge of Public Finance Management Act (PFMA), Occupational Health and Safety Act (OHS) and other related legislations. Knowledge of government policies which include Supply Chain Management (SCM) processes and any other prescripts. Computer literacy certificate. Communication skills (verbal & written), organisational & problem-solving skills. Ability to work under pressure. A valid driver's license.

DUTIES : Provide a day to day maintenance by ensuring that all fixtures are in a safe working condition inside and outside of the campus building. Adhere to Occupational Health and Safety Regulations by ensuring that maintenance is conducted. Manage the Day to Day Maintenance Budget. Compile implement and report on the Day to Day & Minor Projects Implementation Plan. Compile implement and report on the Statutory and Major Projects Implementation Plan. Provide a neat, safe and clean environment that complies with the OHS Act. Conduct periodic inspections of the Campus. Implement policy guidelines, norms and standards according to regulatory frameworks. Conduct building audits. Control building keys. Manage all statutory projects and onsite contractors, liaison with all stakeholders, draft specification and or scrutinize specification in consultation with Department of Infrastructure Development (DID) inspectors. Work closely with DID and Infrastructure: Health to implement a turnaround strategy of maintenance of health facility. Applying and interpretation of regulations and other legislative frameworks, procedures and policies. Assist with ensuring that the Campus meets OHS standards. Manage the FMU stock and storeroom, order day to day maintenance accessories of the section, control and organize all the activities of the section. Rendering the support in OHS, infection control and quality assurance committees. Take water and electricity meter readings on a monthly basis and submit to Finance Department for billing. Attend meetings, compile reports and motivations. Conduct monthly inspection of all critical areas and develop plan of action. Management of Parking allocation. Management of Cleaning, Horticulture, Pest control, Landscaping and Security.

- ENQUIRIES APPLICATIONS** : Ms. P. Ndaba Tel No: (011) 983 3003
 : Applications should be submitted Human Resource Department at the Chris Hani Baragwanath Campus (inside the Hospital premises) between 7:00 am and 15:30 pm Monday to Thursday and between 7:00 am and 12:30 pm on Friday, Chris Hani Road, Diepkloof, Soweto or posted Attention Human Resource Department, Private Bag X05, Bertsham, 2013.
- NOTE** : Applications must be submitted on a new Z83 (81/971431) job application form- which was implemented with effect from 01 January 2021 and can be obtained from Department of Public Service and Administration (DPSA). C.V., copies of your I.D and qualifications must be attached. Copy of service records. Attached copies need not be certified when applying for a post. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting the application. State all your competencies in your C.V. Contactable referees quoted on the CV. 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 positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications. 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. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. CHBC 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. 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.
- CLOSING DATE** : 30 July 2021 12H00
- POST 25/308** : **PROFESSIONAL NURSE (GENERAL) REF NO: CHBAH-449 (X4 POSTS)**
 Directorate: Obstetrics and Gynaecology
- SALARY CENTRE REQUIREMENTS** : R256 905 - R297 825 per annum, (plus benefits)
 : Chris Hani Baragwanath Academic Hospital
 : Basic R425 qualification or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration for 2021. No experience required after registration with the SANC as Professional Nurse.
- DUTIES** : Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.
- ENQUIRIES APPLICATIONS** : Mr NB Mulaudzi Tel No: (011) 933 9779/8154
 : Should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No Hand Delivery, No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be

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

- CLOSING DATE** : 30 July 2021
- POST 25/309** : **PROFESSIONAL NURSE (GENERAL) REF NO: CHBAH-450 (X4 POSTS)**
Directorate: Paediatrics
- SALARY** : R256 905 - R297 825 per annum, (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Basic R425 qualification or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration for 2021. No experience required after registration with the SANC as Professional Nurse.
- DUTIES** : Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.
- ENQUIRIES** : Mr NB Mulaudzi Tel No: (011) 933 9779/8154
- APPLICATIONS** : Should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No Hand Delivery, No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents.The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was

advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

- CLOSING DATE** : 30 July 2021
- POST 25/310** : **PROFESSIONAL NURSE (GENERAL) REF NO: CHBAH-451 (X4 POSTS)**
Directorate: Surgery and Ophthalmology
- SALARY** : R256 905 - R297 825 per annum, (Plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Basic R425 qualification or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration for 2021. No experience required after registration with the SANC as Professional Nurse.
- DUTIES** : Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.
- ENQUIRIES** : Mr NB Mulaudzi Tel No: (011) 933 9779/8154
- APPLICATIONS** : Should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No Hand Delivery, No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, (the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.
- CLOSING DATE** : 30 July 2021
- POST 25/311** : **PROFESSIONAL NURSE (GENERAL) REF NO: CHBAH-452 (X3 POSTS)**
Directorate: Clinical Support
- SALARY** : R256 905 - R297 825 per annum, (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital

- REQUIREMENTS** : Basic R425 qualification or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration for 2021. No experience required after registration with the SANC as Professional Nurse.
- DUTIES** : Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.
- ENQUIRIES** : Mr NB Mulaudzi Tel No: (011) 933 9779/8154
- APPLICATIONS** : Should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No Hand Delivery, No faxed or emailed applications will be considered. Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.
- CLOSING DATE** : 30 July 2021
- POST 25/312** : **PROFESSIONAL NURSE (GENERAL) REF NO: CHBAH-453 (X3 POSTS)**
Directorate: Medicine and Psychiatry
- SALARY** : R256 905 - R297 825 per annum, (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Basic R425 qualification or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration for 2021. No experience required after registration with the SANC as Professional Nurse.
- DUTIES** : Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Implement and maintain the quality assurance and National Core

- Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.
- ENQUIRIES APPLICATIONS** : Mr NB Mulaudzi Tel No: (011) 933 9779/8154
: Should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No Hand Delivery, No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents.The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.
- CLOSING DATE** : 30 July 2021
- POST 25/313** : **PROFESSIONAL NURSE (GENERAL) REF NO: CHBAH-454 (X2 POSTS)**
Directorate: Out Patient Department
- SALARY CENTRE REQUIREMENTS** : R256 905 - R297 825 per annum, (plus benefits)
: Chris Hani Baragwanath Academic Hospital
: Basic R425 qualification or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration for 2021. No experience required after registration with the SANC as Professional Nurse.
- DUTIES** : Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.
- ENQUIRIES APPLICATIONS** : Mr NB Mulaudzi Tel No: (011) 933 9779/8154
: Should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No Hand Delivery, No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on a new Z83 form and must completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents.The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of

qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor,(the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disabilities are encouraged to apply.

- CLOSING DATE** : 30 July 2021
- POST 25/314** : **FINANCE CLERK REF NO: TDHS/A/2021/56 (X1 POST)**
(1 Year Contract)
Directorate: Finance
- SALARY** : R173 703 per annum
CENTRE : Tshwane District Health Services
REQUIREMENTS : Grade 12 with 1-year financial management/accounting experience or an appropriated Degree/National Diploma in Accounting/Finance.Other Skills / Requirements: Knowledge and experience in BAS, SAP, SRM and Persal. Thorough knowledge of PFMA, Treasury Regulations and financial policies and procedures. Must be computer literate (Microsoft Word, PowerPoint and Excel). Candidates must have work experience in Budget processes, Reporting and Accounts Payable. Sound accounting skills.
- DUTIES** : Compile and manage the budget of the institution in the district and Bronkhorstspuit Hospital. Monitor budget spending in accordance with the set policies and procedures. Provide assistance and Bas reports to management and institutions in the district in terms of budget, expenditure and reporting monthly. Manage and identify miscellaneous payments and the clearing of suspense/control accounts, Safekeeping of Basic Accounting records and face value documents. Approve shopping cart and confirmation of goods receive voucher (GRV) on SRM). Attend to supplier's queries and web cycle. Monitor commitment register. Perform Monthly reconciliations of transversal systems (BAS/PERSAL, BAS/SAP, BAS/MEDSAS and Revenue)
- ENQUIRIES** : Ms KA Ramonetha Tel No: (012) 451 9097
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on form Z83 (application form), obtainable from any Public Service Department. Certified copies of all required documents must be attached. No copy of a copy.
- CLOSING DATE** : 30 July 2021
- POST 25/315** : **FACILITY MANAGEMENT UNIT CLERK REF NO: CHBC/ADMIN/JULY2021 (X2 POSTS)**
Directorate: Gauteng College of Nursing (GCON)
- SALARY** : R173 703 - R204 612 per annum, (plus benefits)
CENTRE : Chris Hani Baragwanath Campus
REQUIREMENTS : Grade 12 or equivalent certificate with 1- year experience in Facility Management Department. Office organization skills, communication skills (verbal and written). Computer literacy certificate. Knowledge of Public Finance

- Management Act (PFMA), Occupational Health and Safety Act (OHS) and other related legislations. Knowledge of government policies which include Supply Chain Management (SCM) processes and any other prescripts. Facility Management/Building Management/Project Management qualification/certificate will be an added advantage. Valid driver's license.
- DUTIES** : Provide a day to day maintenance by ensuring that all fixtures are in a safe working condition inside and outside of the campus building. Adhere to Occupational Health and Safety Regulations by ensuring that maintenance is conducted. Implement the Day to Day & Minor Projects Implementation Plan. Implement the Statutory and Major Projects Implementation Plan. Provide a neat, safe and clean environment that complies with the OHS Act. Conduct periodic inspections of the Campus. Provide administrative support in the Facility Management Unit. Communicate with Department of Infrastructure (DID) with regards to Building, Electrical, Plumbing and Mechanical. Log calls on E-Maintenance System and close them. Write Works Orders and submit to DID. Do walkabouts and identify defects in the entire campus for further attention. Compile weekly/monthly Reports. Ordering of Material, stock and equipment for the unit. Liaison with internal and external stakeholders. Perform any other duties delegated by the Supervisor.
- ENQUIRIES APPLICATIONS** : Ms. P. Ndaba Tel No: (011) 983 3006
- : Should be submitted Human Resource Department at the Chris Hani Baragwanath Campus (inside the Hospital premises) between 7:00 am and 15:30 pm Monday to Thursday and between 7:00 am and 12:30 pm on Friday, Chris Hani Road, Diepkloof, Soweto or posted Attention Human Resource Department, Private Bag X05, Bertsham, 2013.
- NOTE** : Applications must be submitted on a new Z83 (81/971431) job application form-which was implemented with effect from 01 January 2021 and can be obtained from Department of Public Service and Administration (DPSA). C.V., copies of your I.D and qualifications must be attached. Copy of service records. Attached copies need not be certified when applying for a post. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting the application. State all your competencies in your C.V. Contactable referees quoted on the CV. 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 positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications. 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. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. CHBC 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. 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.
- CLOSING DATE** : 30 July 2021 @ 12h00 am
- POST 25/316** : **WARD CLERK REF NO: CHBAH-459 (X6 POSTS)**
Directorate: Obstetrics and Gynaecology (Nursing)
- SALARY CENTRE REQUIREMENTS** : R173 703 – R204 612 per annum, (plus benefits)
: Chris Hani Baragwanath Academic Hospital
: Grade 12 or Accredited Equivalent with no experience. Computer literate (Ms Office). Ability to handle conflict. Ability to work under pressure. Ability to work independently and in teams. Ability to communicate well with people at different levels. Ability to organise and plan. Sound verbal and communication skills. Ability to act with tact and discretion. Must be self-motivated. Good customer care skills and competencies. Knowledge and application of Batho Pele Principles. Must be prepared to rotate and work shifts which include weekends and public holidays. Knowledge of Medicom System will be added as advantage. Applicant should be prepared to undergo Medicals surveillance as an inherent job requirement.
- DUTIES** : Ensure effective reception services. Handle telephone enquiries in the ward. Patient registration (admission, transfer and discharging) and filling of

documents. Booking of appointments for patients on the Medicom System. Assist in Compilation of statistics and timeous submission to relevant authority. Render administrative support to the Operational Manager (Ordering, Stock counting, typing and aiding of patient's records) Comply with the Performance Management and Development system contracting quarterly reviews and final assessment.

ENQUIRIES : Mrs N.F Ramela Tel No: (011) 933 8148
APPLICATIONS : Should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No Hand Delivery, No faxed or emailed applications will be considered.

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

CLOSING DATE : 30 July 2021

POST 25/317 : **CLIENT INFORMATION CLERK REF NO: CHBAH-460 (X1 POST)**
Directorate: Health Information Management Department

SALARY : R173 703 - R204 612 per annum, (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Matric/Grade 12 certificate or equivalent. Computer literate (Ms Word, Ms Excel, Ms PowerPoint and Internet). Sound Knowledge of health programme strategies, priorities, data element and indicator will be an added advantage. Ability to work under pressure and be prepared to rotate within Health Information Management (HIM) Department. Knowledge or regulations and the legislative framework related to health information management and the ability to interpret them. Ability to handle tasks of multidisciplinary nature. Ability to liaise with internal external stakeholders. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Must be self- motivated. Knowledge of the Batho Pele Principles and Labour Relations processes. Applicant should be prepared to undergo Medicals surveillance as an inherent job requirement. Shortlisted candidates will be subjected to a competency test.

DUTIES : Capture data on the DHIS database and update Institutional Health Information Management (HIM) database. Conduct rapid data quality assessment on primary sources before capturing. Follow up any discrepancies with relevant service point/health care provider. Compile and submit routine report. Complete and sign a weekly summary forms for use in monthly reports. Assist in timely preparation and submission of required reports based on the Work

Plan of the HIM unit. Source data from both electronic (HIS) and manuals system. Ensure that data is received regularly and follow-up on non-submission. Safe keeping of records. Maintain electronic and manual records of all data used for reporting. Ensure that the primary sources of data are available and ready for audit. Conduct rapid data quality on registers and ensure data quality improvement plans are developed and implemented to address poor data quality. Escalate poor quality data challenges to the supervisor. Perform any delegated tasks. Comply with Performance Management and Development System. Perform any other delegated tasks.

**ENQUIRIES
APPLICATIONS**

: Ms R Letsoalo Tel No: (011) 933-8137
 : Should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No Hand Delivery, No faxed or emailed applications will be considered.

NOTE

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

CLOSING DATE

: 30 July 2021

POST 25/318

: **DRIVERR REF NO: CHBC/SUPPORTS1/JULY2021**
 Directorate: Gauteng College of Nursing (GCON)

**SALARY
CENTRE
REQUIREMENTS**

: R145 281 per annum (Level 04), (plus benefits)
 : Chris Hani Baragwanath campus
 : Minimum qualification of Grade 10 or Standard 8 or Lever 4 ABET qualification. Must have a valid minimum B (Code 8) driver's license with two (2) or more years' working 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. Good Interpersonal and safe driving skills. Knowledge of Transport Circular and Government Motor Transport Handbook.

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
APPLICATIONS**

: Ms. S Raphadu Tel No: (011) 983 3061
 : Should be submitted Human Resource Department at the Chris Hani Baragwanath Campus (inside the Hospital premises) between 7:00 am and

- 15:30 pm Monday to Thursday and between 7:00 am and 12:30 pm on Friday, Chris Hani Road, Diepkloof, Soweto or posted Attention Human Resource Department, Private Bag X05, Bertsham, 2013.
- NOTE** : Applications must be submitted on a new Z83 (81/971431) job application form-which was implemented with effect from 01 January 2021 and can be obtained from Department of Public Service and Administration (DPSA). C.V., copies of your I.D and qualifications must be attached. Copy of service records. Attached copies need not be certified when applying for a post. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting the application. State all your competencies in your C.V. Contactable referees quoted on the CV. 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 positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications. 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. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. CHBC 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. 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.
- CLOSING DATE** : 30 July 2021 @ 12h00 am
- POST 25/319** : **MACHINE OPERATOR REF NO: CHBC/SUPPORTS2/JULY2021**
Directorate: Gauteng College of Nursing (GCON)
- SALARY** : R102 534 per annum (Level 02), (plus benefits)
- CENTRE** : Chris Hani Baragwanath Campus
- REQUIREMENTS** : Minimum qualification of Grade 10 or Standard 8 or Lever 4 ABET qualification. No experience. One-year relevant experience and computer literacy will be added as an advantage. Sound communication skills. Must have passion for work, knowledge of customer care and self-motivated to work in a team.
- DUTIES** : Photocopy documents as requested, fill in a photocopying form and provide all necessary information, binding, shredding and laminating documents as requested, check machine readings every morning before using the machine and every afternoon before switching off the machine Report any malfunctioning of Photostat machine and ordering of stationary on VA2. Inform the supervisor of any problems. Ensure adequate stock of paper, toner and ink as required. Record all Photostatting in the register, balance the register at the end of every month and submit the figures to the supervisor. Control economical usage of paper. Register all documents before it is sent to the E-government Department. Receive posted mail, post mail received and send faxes. Must be able to accept responsibility and able to work under pressure. Must be able to maintain confidentiality.
- ENQUIRIES** : Ms. E.C. Van Der Merwe Tel No: (011) 983 3072
- APPLICATIONS** : Should be submitted Human Resource Department at the Chris Hani Baragwanath Campus (inside the Hospital premises) between 7:00 am and 15:30 pm Monday to Thursday and between 7:00 am and 12:30 pm on Friday, Chris Hani Road, Diepkloof, Soweto or posted Attention Human Resource Department, Private Bag X05, Bertsham, 2013.
- NOTE** : Applications must be submitted on a new Z83 (81/971431) job application form-which was implemented with effect from 01 January 2021 and can be obtained from Department of Public Service and Administration (DPSA). C.V., copies of your I.D and qualifications must be attached. Copy of service records. Attached copies need not be certified when applying for a post. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting the application. State all your competencies in your C.V. Contactable referees quoted on the CV. 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 positive results of the security clearance process (citizenship, criminal records and

financial records) and the verification of educational qualifications. 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. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. CHBC 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. 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.

CLOSING DATE : 30 July 2021 @ 12h00 am

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

CLOSING DATE : 30 July 2021. No late applications will be considered.
NOTE : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

MANAGEMENT ECHELON

POST 25/320 : **PROGRAMME MANAGER: URBAN RENEWAL PROGRAMME REF NO: REFS/011473**
(3-5 Years Contract)

SALARY : R1 057 326 per annum, (All inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF Level 7 Qualification in Management or related, Project or Programme Management, the Built Environment or equivalent. Minimum 5 years' experience in Project Management or related role. SMS Pre-entry Certificate. The successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on www.thensg.gov.za. Experience in large scale complex developments. Experience in working with the PFMA/MFMA and public entities.

DUTIES : Lead in the development and implementation of the URP Master Plan and Upgrade of Informal Settlements Programme (UISP). Ensure the alignment redevelopment Plan with provincial and municipal delivery plans. Review and provide guidance in the development of Redevelopment programmes operational plans. Manage and Coordinate the Programme Implementation plans. Manage the delivery of various programmes priorities. Track performance against performance targets. Gather data and analyse performance in line with the performance metrics. Provide leadership to the programme team in the management of key stakeholder relationships. Facilitate the establishment of social compact. Network with relevant role-players and make appropriate contacts with public and private sector organisations. Facilitate the establishment and functioning of community business forums and stakeholder engagement platforms. Identify and explore possible development opportunities with partners across the province. Lead and manage the teams assigned to the programme. Manage and report

performance of direct reports and measure performance against agreed goals and deal with areas of non-performance. Lead the development of direct reports to ensure that staff receive adequate and relevant training. Provide leadership to create a working environment which contributes to improved staff morale. Develop consolidated budget required for the Redevelopment programme. Manage expenditure against programme budget. Participate in the review and approval of the operational and capital budget required for the programme. Oversee the management of procurement in line with the relevant policies and procedures. Facilitate and support the work of the various development work streams established to the Redevelopment Programme. Attend and coordinate work stream meetings. Consolidates and report on the work of the work streams.

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

OTHE POST

POST 25/321 : **DEPUTY DIRECTOR: PROGRAMME COORDINATOR REF NO: REFS/011474**
 (3-5 Years Contract)

SALARY : R733 257 per annum, (All Inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF Level 7/ Degree in Project and or Construction Project Management. Minimum 5 years' experience at Assistant Director/ Junior Management level in the project management and engagement environment. Knowledge and understanding of project management and concepts. Intergovernmental Management relations. Planning and management. Knowledge and information management. Effective communication.

DUTIES : Provide support in the coordination and compilation of the departmental business plan and project procurement plans. Develop and maintain best practice methodologies for project portfolio and project management processes (dashboards, templates) for URP and UISP. Develop monitoring and quality assurance procedures to ensure Completeness of Information. Provide support in efficient and effective of the Urban Renewal Programme and Upgrade of Informal Settlements programme. Manage effective and efficient project governance. Communicate project information to the Director: Programme Management.

ENQUIRIES : Ms Miyelani Tshabalala Tel No: (063) 691 4046
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

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 : 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.

CLOSING DATE : 30 July 2021
NOTE :

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 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 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. The copies of qualifications, ID, drivers' licence and relevant certificates need not be certified when applying for the post. Only shortlisted candidates will be

required to submit certified documents on or before the interview date following communication from HR. 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 25/322 : **CHIEF DIRECTOR: RISK AND COMPLIANCE AUDIT REF NO: 2021/7/1 (X2 POSTS)**
Directorate: Gauteng Audit Services

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 (NQF7 as recognised by SAQA) in internal Audit/Auditing/Accounting. A professional qualification e.g CIA/CA qualification would be an added advantage. At least eight years' experience in internal audit with five years senior management experience.

DUTIES : Assist the Deputy Director-General: GAS in developing, implementing and managing a risk-based audit strategy. Perform risk assessments in a portfolio of departments in the GPG. Develop and manage risk-based audit plans for a portfolio of department in the GPG. Ensure that audit findings are appropriately reported and that the required action is undertaken. Perform reviews of audit projects and reports, contributing expertise and industry knowledge to ensure that value is added. Ensure that all audits conducted in terms of the annual audit plan are properly scoped, planned, appropriately resourced and executed through close liaison with client managers. Ensure that performance, computer systems and forensic measurement and monitoring systems are implemented.

ENQUIRIES : Mr HR Tsotetsi Tel No: (011) 227 9000

POST 25/323 : **CHIEF DIRECTOR: FINANCIAL ASSETS AND LIABILITIES REF NO: 2021/7/2**
Directorate: Sustainable Fiscal Resource 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 Economics or Finance or Accounting. 5 years' experience at a Senior Management level. A postgraduate qualification will be an added advantage.

DUTIES : Management of the Provincial Revenue Fund. Manage and report on performance of investments and liabilities. People Management. Financial Management.

ENQUIRIES : Mr HR Tsotetsi Tel No: (011) 227 9000

POST 25/324 : **DIRECTOR: CASH MANAGEMENT REF NO: 2021/7/3**
Directorate: Sustainable Fiscal Resource Management

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

<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) as recognized by SAQA in Finance/Accounting. 5 -10 years' experience at middle/senior management level. 5 years or more of experience in the Finance/Accounting field.
<u>DUTIES</u>	:	Facilitate and provide guidance, training and leadership in cash flow management in all GPG departments. Develop and implement a cash management system for the departments to facilitate sound cash management within GPG. Forecasting cash receipts and payments to provide adequate liquidity for outstanding and planned commitments. Monitor cash balances and cash reporting for all GPG bank accounts.
<u>ENQUIRIES</u>	:	Mr HR Tsotetsi Tel No: (011) 227 9000
<u>POST 25/325</u>	:	<u>DIRECTOR: SUPPLIER DEVELOPMENT AND MANAGEMENT REF NO: 2021/7/4</u> Directorate: Provincial Supply Chain Management
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A tertiary qualification Degree (NQF level 7) in Food Technology, Biotechnology, Engineering, Information Technology, Internal Auditing or Supply Chain Management. 5-10 years' experience at a Middle/Senior Management level. 5 – 10 years' experience in Quality Management and Supply Chain Management (SCM). Understanding Treasury Regulations and Acts. Understanding of current best practice and other developments in the field. Drivers licence.
<u>DUTIES</u>	:	Manage the development and control of specification requirements with end users, commodity Teams (including Open Tender Process) and Manage Supplier Site Visit reports on Open Tender Projects. Manage the Request for Proposal (RFP) packs compilation. Manage the efficient and accurate processing of data into the Central GPG supplier data base of Central Supplier Database (CSD) verified suppliers on SAP R3 and Manage / Assist with email, telephone and walk-in queries pertaining to SAP R3, SRM and CSD. Manage the Close-off on Web cycles. Manage Entity Registration (registration of individuals, NPO and NGO's). Manage reporting of procurement spend for GPG.
<u>ENQUIRIES</u>	:	Mr HR Tsotetsi Tel No: (011) 227 9000
<u>POST 25/326</u>	:	<u>DIRECTOR: COMPUTER AUDIT REF NO: 2021/7/5</u> Directorate: Gauteng Audit Services
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Three- year tertiary qualification (NQF level 7 as recognized by SAQA) e.g BSc Computer Science, BCom Information Systems. CISA/CISM/CRISC would be advantageous. 7 years' experience in IT Audit of which 5 years should be at middle/senior management level in IT auditing.
<u>DUTIES</u>	:	Development and execution of a three-year risk-based Computer Audit plan that has been agreed to with clients and approved by the various audit committees (GPG Departments / Entities). Implementation of Continuous Auditing / Monitoring (Data Analysis). Manage staff utilisation, including own productivity, and ensure adherence to benchmarks agreed to per staff level. Identify and manage the provision of staff development / improvement of their core competences / including self-development.
<u>ENQUIRIES</u>	:	Mr. HR Tsotetsi Tel No: (011) 227-9000
<u>POST 25/327</u>	:	<u>DIRECTOR: PERFORMANCE AUDIT REF NO: 2021/7/6</u> Directorate: Gauteng Audit Services
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Three- year tertiary qualification (NQF 7 as recognized by SAQA) in Internal Auditing/Accounting. CIA/CA qualification would be an added advantage. Minimum of 7 years' experience in performance audit with 5 years Middle/Senior management experience. Knowledge and understanding of legislative environment and standards. Driver's license is a requirement.

DUTIES : Develop the departmental three-year risk-based audit plans for approval by the Audit Committee. Manage and implement the approved departmental three-year risk-based audit plans. Ensure that audits are conducted in accordance with GAS audit methodology and best practices. Identify and manage the provision of staff development and improvement of their core competencies. Manage the allocated project budget. Manage the risk within GAS operations.

ENQUIRIES : Mr. HR Tsotetsi Tel No: (011) 227-9000

POST 25/328 : **DIRECTOR: RISK AND COMPLIANCE AUDIT REF NO: 2021/7/7**
Directorate: Gauteng Audit Services

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 7 as recognised by SAQA) in internal Audit/Auditing/Accounting. A professional qualification e.g. CIA/CA qualification would be an added advantage. 7 years' experience in internal audit with 5 years of experience at middle/senior managerial level in internal audit.

DUTIES : Preparation of a strategic "business plan" for the Sub-unit taking technical, human resource, administrative and financial aspects into consideration. Compile an audit coverage plan and three-year rolling plan for each department in the cluster, agree the plans with the Accounting Officer of the department and obtain Audit Committee approval of the audit plans. Liaising with and reporting to the Audit Committees. Management of long-term strategic risk- b a s e d audit plan based on cluster specific audit strategies. The strategic plan should be based on a formalised plan to address the risk identified by risk assessments of the department in the cluster. Quarterly review of long-term plans achievements, amendments, etc. will be done. Detailed knowledge of the Public Finance Management Act (PFMA) and other relevant legislation. Knowledge of international developments and standards in these areas.

ENQUIRIES : Mr HR Tsotetsi Tel No: (011) 227-9000

POST 25/329 : **DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 2021/7/8**
Directorate: Corporate Services

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 7) as recognised by SAQA in Human Resource Management and any other relevant qualification where either Human Resource Management or Organisational Development were major subjects. 5 years' experience at middle/senior managerial level in the field of human resource management. At least 5 – 8 years in one or of the following HR fields; Human Resource Administration/ Organisational Development and HR Planning.

DUTIES : Manage the Provision of HR Administration services. Facilitate, coordinate and monitor Departmental HR Planning. Facilitate and coordinate organisational development. Manage HR related risk and audit findings. Manage the implementation of Employment Equity in the Department. Manage HR and financial resources allocated to the business unit.

ENQUIRIES : Mr HR Tsotetsi, Tel No: (011) 227-9000

OTHER POSTS

POST 25/330 : **ASSISTANT DIRECTOR: COMPUTER AUDIT REF NO: 2021/7/9**
Directorate: Gauteng Audit Services

SALARY : R470 040 per annum, (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : A relevant tertiary qualification, e.g. BSc, BCom; National Diploma (Computer Science, IT Auditing, Internal Auditing, etc.). A professional qualification (e.g. CISA, CGEIT, CISM, CRISC accreditation) would be an added advantage. 3 - 5 years' experience in IT Auditing.

DUTIES : Planning for the audit projects. Compile audit programme. Performing work according to the ISACA standards. Reviewing the adequacy and efficiency of

controls using flowcharts and other methods of evaluation. Evaluating the IT control environment to ensure that controls are appropriate to address the identified risks. Completion of all working papers is in compliance with the IT audit methodology. All findings, conclusions and recommendations are properly and sufficiently supported in the documentation. Completing planned/ad-hoc projects efficiently, effectively, economically and in a timely manner. Perform technical review of work done by junior staff to ensure adequate working papers and audit files to substantiate findings and recommendations. Ensure that ISACA standards are adhered to. Prepare and/or review audit reports, discussing findings with management and following up on issues raised in the reports. Inform the computer audit manager and client manager of audit progress and findings. Comply with departmental administrative requirements. Maintaining accurate time records. Evaluate performance for lower level staff to feed into their training and development plan. Provide on the job training to junior staff with regard to their relevant computer audit skills and transfer skills to other staff as well.

- ENQUIRIES** : Mr. Sihle B Hlomuka, Tel No: (011 227 9000)
- POST 25/331** : **SENIOR COMMUNICATION OFFICER: RESOURCE CENTRE REF NO: 2021/7/10**
Directorate: Corporate Services
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum, (Plus benefits)
: Johannesburg
: A three-year National Diploma in Library and Information Sciences or equivalent qualification. 1 - 2 years' experience in the field of library and information management. Good customer service skills. A sound knowledge of information literacy theories and practices, planning and innovative skills and excellent communication skills (written and verbal). Knowledge and experience in communications, particularly communication research. Excellent computer skills.
- DUTIES** : Provide library and research services to the department and maintain the internal library and its collection. Manage requests and enquiries which are made in person, by telephone or in writing by researching information through computerised and non-computerised catalogues, bibliographical sources etc. Support staff in the use of electronic and paper-based resources and information sources, helping to meet their information requirements. Maintain records of materials loaned from the Resource Centre using the centre management system. Implement programmes in support of research skills and information literacy and collaborate with other government departments and libraries to integrate information sharing. Assist with periodicals management using the Resource Centre Management System. Perform general procedures and clerical duties associated with the running of and development the Resource Centre and promote the utilization of the facility.
- ENQUIRIES** : Ms. B Sedibe Tel No: (011) 227 9000
- POST 25/332** : **SWITCHBOARD OPERATOR REF NO: 2021/7/11**
Directorate: Corporate Services
- SALARY CENTRE REQUIREMENTS** : R145 281 per annum, (Plus benefits)
: Johannesburg
: One-year Certificate in Office Administration or equivalent; with three to six months related and proven experience and/or training; or equivalent combination of education and experience.
- DUTIES** : Receive incoming telephone calls, determines purpose of calls, and forward calls to appropriate personnel or department. Take and deliver messages or transfers calls when appropriate personnel are unavailable. Answers questions about organisation and provide callers with address, directions, and other information. Produce data to measure performance of switchboard system. Perform other clerical duties as required by management.
- ENQUIRIES** : Ms. B Sedibe Tel No: (011) 227 9000