

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF COMMUNITY SAFETY**

*Gauteng DCS is an equal opportunity employer and gender sensitive employer and it is its intention to promote representivity in the Public Service through the filling of these posts. The Department committed to the achievement and maintenance of diversity and equity employment. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources Directives will be taken into consideration. people with disabilities are encouraged to apply.*

- APPLICATION** : Applicants must apply online at: [www.gautengonline.gov.za/](http://www.gautengonline.gov.za/)  
<http://professionaljobcentre.gpg.gov.za>
- CLOSING DATE** : 10 December 2021
- NOTE** : Applications must be submitted on new Z83 form, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) and ID-document (only shortlisted candidates will be required to submit certified copies of qualifications). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. The Department will not accept emailed, posted or hand delivered applications.

**OTHER POST**

- POST 42/146** : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT (OFFICE OF THE HOD)**  
**REFS/012576**  
Directorate: Executive Support
- SALARY** : R733 257 per annum. An all-inclusive remuneration package
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus 3 years National Diploma (NQF6) /Bachelor's Degree (NQF7) in Public Management/ Administration/ Social Sciences/ Humanities or any other relevant qualification related to the field. 5-7 years' experience of which 3 years must be at junior management level in office administration or relevant related environment. No criminal record or any cases pending against you. A valid code 08/10 driver's license. Knowledge and Skills: Legal framework of Local Government, policy analysis, financial management, relevant legislation & policies, programme management, integrated approach to service delivery, knowledge of public service prescripts, understanding protocols of the clients, strategic capability and leadership, programme and project management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, communication, legal, conflict resolution and management, planning, team development, decision making, presentation, leadership, community development, networking, organising, research, computer literacy.
- DUTIES** : Provide support for promotion intergovernmental relations system based on the principle of co-operative governance in the Gauteng Province. Provide support for the functionality and implementation of IGR structures within the province. Provide effective Stakeholder Management. Provide Support and monitor the functionality of internal IGR system. Provide Executive support in relation to intergovernmental relations.
- ENQUIRIES** : Ms. Makgopa Evelyn Cell Number: 083 700 6912 (during working hours 8h00am to 16:30pm)

**GAUTENG  
DEPARTMENT OF HEALTH**

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

**ERRATUM: CHRIS HANI BARAGWANATH ACADEMIC HOSPITAL (CHBAH):** Kindly note that the post of Deputy-director (Labour Relations) Directorate: Labour Relations (for Chris Hani Baragwanath Academic Hospital) was advertised with wrong salary package: Ref.No REFS/012540 (X1 Post) advertised in Public Service Vacancy Circular 41 dated 19 November 2021, the Salary of the post has been amended as follows: Salary: R 744 255 .00 (All- inclusive package ). People who applied are encouraged to re-apply; the closing date has been extended to the 03 December 2021. **DR. GEORGE MUKHARI Academic Hospital:** Kindly note that the following post was advertised in Public Service Vacancy Circular 41 dated 19 November 2021, The Requirements have been amended as follows (02) two years' relevant experience in Information Technology on both network and server environment with Ref No: DGM/AH/ NC/ L7. The closing date on the 03 December 2021 and the post that were advertised in Public Service Vacancy Circular 39 dated 05 November 2021, The Requirements have been amended as follows (1) Administrative Clerk (shift worker day and night) with Ref No: DGM/AH/AC/L5; The following sentences are removed. Minimum of six (6) months experience of training on MEDICOM and relevant experience in Patient Administration will be added as an advantage. (Proof of training must be attached). (2) Property caretaker with Ref No: DGM/AH/PC/L2; the following sentence was removed: Exterior Cleaning and garden experience will be an added advantage. The closing date has been extended to the 03 December 2021.and **MAMELODI REGIONAL HOSPITAL** Kindly note that the post of Clinical Manager (Medical) with Ref no: HRM/2021/59 (X1 Post) for Mamelodi Regional Hospital advertised on Public Service Vacancy no 41 dated 19 November 2021.The has been correction of salary for Clinical Manager Post, which is R1 191.510, and Enquiries is Mr. MH Hlophe, Tel No: 012 841 8329. The closing date has been extended to 10 December 2021. and the post of: Clinical Manager (Medical) with Ref no: HRM/2021/59 (X 1POST) for Mamelodi Regional Hospital advertised on Public Service Vacancy no 41 dated 19 November 2021, has been withdrawn.**PRETORIA WEST DISTRICT HOSPITAL:** Kindly note that the following post were advertised in Public Service Vacant Circular 30 dated 27 August 2021.Diagnostic Radiographer Grade 3 Ref No: PWH/DR/20/21 (X 1 Post).The post has been withdrawn. The post was closed on 10 September 2021.

**OTHER POSTS**

**POST 42/147** : **HEAD CLINICAL UNIT REF NO: SMUHCUID/04/21**  
Directorate: Integrated Clinical Dentistry

**SALARY** : R1 754 739 per annum (all inclusive)  
**CENTRE** : SMU Oral Health Centre  
**REQUIREMENTS** : BChD or BDS Degree plus MChD or MDent degree in any of the 6 Dental Specialties, or a relevant Master's degree in Dental e.g. MDS. Current registration with HPCSA as a Dental Specialist or Management Dentist. If you hold a Dental Specialist qualification, then you need to have a minimum of 3 years' appropriate work experience as Dental Specialist after a registration with the HPCSA. If you hold a Master's degree in a Health Sciences, then you require minimum of 6 years appropriate work experience as a Stomatologist. You need to have proven work experience in Teaching and Training of undergraduate and postgraduate (MDent and other master's students) students, particular in Integrated Training of Dental students in Clinical and Theoretical Subjects. In addition, you need to have working, experience in Integrated Curriculum Development, Curriculum Assessment Curriculum Monitoring and Evaluation. Experience in Academic, Clinical Administration and Management at Senior Managerial Level of Student and Patients. You need to have experience in Research supervision including publications of 3 articles in Peer Review DHET Accredited Journals. In addition, you need to

		have made Presentation of Papers /Abstracts at national or international Conferences.
<b><u>DUTIES</u></b>	:	Providing Management Oversight for Academic and Clinical Co-ordination, Management Monitoring & Participating of all Staff in the Department in the Teaching of Integrated Clinical Dentistry (ICD) for BDS, BOH and BDT students for all years of study. Management the ICD Department as Head of the Department within the School of Oral Health Sciences and SMU Oral Health Centre. The incumbent will be requested to provide management oversight for all patient managed by staff in ICD. The incumbent requires to provide leadership in Research in the Department.
<b><u>ENQUIRIES</u></b>	:	Prof SJH Hendricks Tel No: (012) 521 4800
<b><u>APPLICATIONS</u></b>	:	Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, P.O Box 848, Medunsa, 0204
<b><u>FOR ATTENTION</u></b>	:	Ms Pretty Rangoato
<b><u>NOTE</u></b>	:	Kindly attach copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration. Candidates are required to complete the new Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to University criteria.
<b><u>CLOSING DATE</u></b>	:	10 December 2021
<b><u>POST 42/148</u></b>	:	<b><u>HEAD CLINICAL UNIT (FAMILY PHYSICIAN) GRADE 1 REFS: HOCUP/17/2021</u></b> Directorate: District Clinical Specialist Team Job Purpose to strengthen district and community level health services by means of supportive supervision and clinical governance working within a team to support primary health care services.
<b><u>SALARY</u></b>	:	R1 754 739.per annum
<b><u>CENTRE</u></b>	:	JHB Health District
<b><u>REQUIREMENTS</u></b>	:	An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a medical specialist in Family Medicine. A proof of current registration with HPCSA.as a family physician. A minimum of 5 years' appropriate experience as a Medical Specialist after registration with HPCSA as a Family Physician. At least one-year experience in District Health Services/ District Hospitals & project management as well as teaching and research experience which would be an advantage.
<b><u>DUTIES</u></b>	:	Represent family medicine as a member of the District Clinical Specialist Team responsible for the delivery of quality health care for mothers, babies and children at all levels within a health district. Support community orientated clinical services in the district by responding to family and community health needs. Primarily support clinics, community health centres and primary health care outreach teams, including engaging private sector practitioners regarding service delivery related matters. Secondarily support district hospitals with all aspects of service delivery related to family practice. Support dissemination and implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Maintain personal competency as a family physician by spending 10 to 20% of time on continuing professional education and clinical care at the regional or tertiary hospital. Spend at least 80% of time on supporting the improvement of health services within the district. Facilitate and participate in the training and mentorship of health professionals and students within the health sciences. Support surveillance, health information, communication and referral systems. Support and participate in risk management activities, clinical audit and quality improvement cycles. Implement effective monitoring and evaluation processes, data use and reporting. Initiate, support or participate in relevant research. Engage with local community, relevant organizations and private providers as required. Present regular reports on activities, health services and Programmes. Participate in provincial and national initiatives to save mothers, babies and children. Assist

with strategic and operational planning of services in the district. Core Management Competencies: Ability to plan and organise work to achieve objectives, apply problem solving strategies, manage own performance and development, plan service delivery to meet client expectations and communicate as a manager in the public service. Employer: Department of Health Location: Johannesburg Health District

**ENQUIRIES**  
**NOTE**

: Dr C. Mnyani Tel No: 011 694 3706  
: A fully completed new signed Z83 form should be accompanied by recent updated CV as well as all qualifications, ID document/ Smart ID and Driver's license copies must be double sided. All certificates attached should not be certified when applying for the post. Only shortlisted candidates will be requested to submit certified certificates. Applications should be emailed to JhbHealth.District.JobApplications@gauteng.gov.za, please ensure that the reference number is quoted correctly. Kindly use the Reference number as the subject on the email. The successful candidates will be subjected to positive results of the security clearance process (criminal records), the verification of educational qualifications certificates and medical screening. Incomplete applications or applications received after closing date will not be considered. People With Disabilities Are Encouraged To Ap-Ply.

**CLOSING DATE**

: 13 December 2021

**POST 42/149**

: **HEAD CLINICAL UNIT (PAEDIATRICIAN) GRADE 1 REFS: HCUP/11/2021**  
Directorate: District Clinical Specialist Team

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R1 754 739 .per annum  
: JHB Health District  
: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a medical specialist in Paediatrics. A proof of current registration with HPCSA as a medical specialist (paediatrician). A minimum of 5 years' appropriate experience as a Medical Specialist after registration with HPCSA as a Paediatrician. At least one-year experience in District Health Services/ District Hospitals & project management as well as teaching and research experience which would be an advantage. Job Purpose to strengthen paediatric and child health services at district and community levels through supportive supervision and clinical governance within a team.

**DUTIES**

: Represent paediatrics as a member of the District Clinical Specialist Team responsible for the delivery of quality health care for mothers, babies and children at all levels within a health district. Support neonatal, child and youth health delivery in the district. Primarily support district hospitals in provision of services for paediatrics and child health. Secondly support clinics and community health centres. Support dissemination and implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care in paediatrics and child health. Maintain personal competency as a paediatrician by spending 10 to 20% of time on continuing professional education and clinical care at the regional or tertiary hospital. Spend at least 80% of time on supporting the improvement of paediatric services within the district. Facilitate and participate in the training and mentorship of health professionals and students within the health sciences. Support surveillance, health information, communication and referral systems. Support and participate in risk management activities, clinical audit and quality improvement cycles. Implement effective monitoring and evaluation processes, data use and reporting. Initiate, support or participate in relevant research. Engage with local community, relevant organizations and private providers as required. Present regular reports on activities, health services and Programmes. Participate in provincial and national initiatives to save mothers, babies and children. Assist with strategic and operational planning of services in the district. Core Management Competencies: Ability to plan and organise work to achieve objectives, apply problem solving strategies, manage own performance and development, plan service delivery to meet client expectations and communicate as a manager in the public service. Employer: Department of Health Location: Johannesburg Health District

**ENQUIRIES**  
**NOTE**

: Dr C. Mnyani Tel No: 011 694 3706  
: A fully completed new signed Z83 form should be accompanied by recent updated CV as well as all qualifications, ID document/ Smart ID and Driver's license copies must be double sided. All certificates attached should not be

certified when applying for the post. Only shortlisted candidates will be requested to submit certified certificates. Applications should be emailed to [JhbHealth.District.JobApplications@gauteng.gov.za](mailto:JhbHealth.District.JobApplications@gauteng.gov.za), please ensure that the reference number is quoted correctly. Kindly use the Reference number as the subject on the email. The successful candidates will be subjected to positive results of the security clearance process (criminal records), the verification of educational qualifications certificates and medical screening. Incomplete applications or applications received after closing date will not be considered. People With Disabilities Are Encouraged To Ap-Ply.

- CLOSING DATE** : 13 December 2021
- POST 42/150** : **DENTAL SPECIALIST: REF NO: SMUDS03/2021**  
Directorate Community Dentistry
- SALARY** : R1 302 855 per annum (all inclusive)  
**CENTRE** : SMU Oral Health Centre  
**REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dental Specialist in Community Dentistry. Registration with the HPCSA as a Dental Specialist in Community Dentistry Appropriate experience after registration with the HPCSA as a Dental Specialist in Community Dentistry. Keep/ Proven ability to conduct and supervise research activities. Adequate administration skills. Good communication as well as analytical and problem-solving skills. Appropriate experience in supervision and training at under-graduate level in Community Dentistry and/or Public Oral Health. Experience with training at postgraduate level would be an added advantage. Computer literacy Positive attitude and work ethics.
- DUTIES** : Render specialist services on the Implementation, monitoring and evaluation of academic dental services of the Oral Health Teaching platform (MOHC and Community Engagement site). Quality Assurance of clinical governance and teaching and learning in the discipline of Community Dentistry and Public Health. Participation in administration departmental duties, with regards to teaching and training of Post- and undergraduates' students, research and community engagement. Supervisory and administrative role with regards to teaching and training post and. Participate in any other activities as directed by the Head of department.
- ENQUIRIES** : Prof DP Motloba Tel No: (012) 521 5767  
**APPLICATIONS** : Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, P.O Box 848, Medunsa, 0204
- FOR ATTENTION** : Ms Pretty Rangoato  
**NOTE** : Kindly attach copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration. Candidates are required to complete the new Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to University criteria.
- CLOSING DATE** : 10 December 2021
- POST 42/151** : **CLINICAL MANAGER: MONITORING AND EVALUATION REF NO: REFS/012569 (1 POST)**  
Directorate: Clinical- Management Discipline
- SALARY** : R1 191 510 per annum plus benefits  
**CENTRE** : Helen Joseph Hospital  
**REQUIREMENTS** : MBChB Degree or appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Active Health Professions Council of South Africa (HPCSA) registration as a Medical Practitioner. A minimum of 4 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. A post graduate qualification in business administration, healthcare management or Public Health Medicine (FCPHM).

<b><u>DUTIES</u></b>	: Advantageous: Leadership and management experience in hospital management and monitoring and evaluation in the public sector. : Reporting to the Chief Executive Officer, the incumbent will act as a manager of clinical departments. Provide strategic clinical care for improved patient outcomes. Participate in developing and implementing operational plans (including cost-containment strategies). Ensure the coordination of all activities necessary for quality and efficient 24 -hour patient care. Assist in clinical care audits and risk management strategies in order to improve clinical governance an outcome. Management investigation and reporting of patient safety incidents and adverse events. NTSG monitoring and reporting. Chair or be an active member of various clinical governance and management committees. To be responsible for HR, Finance and administrative matters as it relates to the clinical departments. Coaching and mentoring different levels and categories of staff. Ensure adherence to the relevant health and public legislation including Public Charter and Batho Pele principles. Ensure compliance to the Ideal Hospital Realisation and Maintenance Framework and Department of Health's Six Key Priorities. Representing the hospital as required in cluster and provincial forums.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Dr R. Ncha Tel: 011 489 1087 / 0306 : must be hand delivered to Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Basement, Johannesburg. (There is also a designated box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006; Attention: Human resource department
<b><u>NOTE</u></b>	: Applications must be submitted on a New Version of Z83 form, obtainable from any Public Service Department or on <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . Applications must be submitted copies of qualifications, identify documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not to be certified when applying for a post. The communication from the HR of the 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. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance with other relevant state agencies, reference check and verification of qualifications will be conducted.
<b><u>CLOSING DATE</u></b>	: 20 December 2021
<b><u>POST 42/152</u></b>	: <b><u>MEDICAL SPECIALIST REFS NO: SBAH 115/2021</u></b> Directorate: Internal Medicine
<b><u>SALARY</u></b>	: Grade 1: R1 122 630 per annum plus benefits Grade 2: R1 283 592 per annum plus benefits Grade 3: R1 489 665 per annum plus benefits
<b><u>CENTRE REQUIREMENTS</u></b>	: Steve Biko Academic Hospital : MBChb or FCP qualification in Internal Medicine. Proof of registration as a Specialist Physician with the HPCSA. Proven ability to work with all Unit Members e.g Endocrinologist, Nephrologists, Gastroenterologist, Rheumatologist, Pulmonogist, Infectious Diseases, Specialist Physicians , Registrars , MO`s , Student , Interns and fulfill the University criteria in doing clinical research. Good people skills and be able to take the lead in a team. Continuous education and evaluation in the clinical setting for General Internal Medicine.
<b><u>DUTIES</u></b>	: In and outpatient service delivery in General Internal Medicine: Ward rounds, out-patient clinical, consultations and call as per call roster. Implement and monitor adherence to National Core Standards (norms and standards). Reduce medical litigation by exercising good clinical ethics. Participating in a multidisciplinary team to manage and care for patients. Ensure that administration, ICD 10 coding and record keeping is done. Interview, investigate, diagnose and oversee the treatment of patients. Supervising and completing of Medico-Legal documents timeously (e.g death certificates). To act as domain trainer for the Interns. Participation and attendance of Mortality and Morbidity meetings as well as Post Graduate meetings. Willing to do commuted overtime rendering of after-hours (night, weekend and public holiday) duties for General Medicine and Medical ICU. Academic: Supervision of Registrars, MO`s, Interns and Students in the clinical training, ward rounds

and giving small group tutorials as well as lectures. Teach, train and examine under-and post-graduate students. Evaluate and assess rotating Registrars, Interns and students. Act as guardian for assigned Registrar. Research: Active participation in research and publishing of articles.

- ENQUIRIES APPLICATIONS** : Ms L Mguni Tel No: 012 354 1211/2112
- CLOSING DATE** : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.  
10 December 2021
- POST 42/153** : **MEDICAL SPECIALIST REFS: REFS/012572**  
Directorate: Cardiothoracic Surgery Department
- SALARY** : Grade I: R1 122 630.per annum (All-inclusive package)  
Grade II: R1 283 592.per annum (All-inclusive package)  
Grade III: R1 489 665.per annum (All-inclusive package)
- CENTRE REQUIREMENTS** : Charlotte Maxeke Johannesburg Academic Hospital  
: **Grade I** Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Cardiothoracic Surgery. Registration with the HPCSA as Medical Specialist in Cardiothoracic Surgery. No experience required after registration with the HPCSA as Medical Specialist in Cardiothoracic Surgery.  
**Grade II** appropriate qualification that allows for registration with HPCSA as a Medical Specialist. Registration with the HPCSA as Medical Specialist and proof of current registration. A minimum of 5 years' appropriate experience after registration with the HPCSA as Medical Specialist in Cardiothoracic Surgery.  
**Grade III** appropriate qualification that allows for registration with HPCSA as a Medical Specialist. Registration with the HPCSA as Medical Specialist and proof of current registration. A minimum of 10 years' experience after registration with the HPCSA as Medical Specialist in Cardiothoracic Surgery.
- DUTIES** : Clinical: OPD, Theatre: Thoracic Surgery, acquired cardiac, Congenital cardiac, ICU care, doing calls and be on duty, M&M participation. Academic: Teaching both undergraduates and postgraduate students, Surgical skills transfer to the registrars, Multidisciplinary team involvement for case selection and teaching, Teaching: Teaching allied professionals e.g., Perfusionist, Nurse, Physicians, O.T and Dieticians. Research: Be involved in research, Supervise MMeds thesis research, deliver personal research, Dual appointment with the University and provide research support.
- ENQUIRIES APPLICATIONS** : Dr. SM Mogaladi Tel 011 717 2536  
: Applications should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/> and
- NOTE** : It should be accompanied by a new Z83 form 2021 (obtainable from any Public Service Department, with a comprehensive Curriculum Vitae (CV), applications must include three (3) contactable references as well as copies of qualifications and Identity (no postal or hand delivery applications will be accepted. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification verification and previous employment verification and financial Suitability) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.
- CLOSING DATE** : 10 December 2021

**POST 42/154** : **DEPUTY DIRECTOR: MEDICAL PHYSICS REF NO: 012581**  
 Directorate: Clinical Support

**SALARY** : R1 040 697 – R1 172 328 per annum  
**CENTRE** : Dr George Mukhari Academic Hospital  
**REQUIREMENTS** : BSc Honours in Medical Physics or equivalent. Master's degree in Medical Physics and research publications will be an added advantage. Registration with HPCSA as a Medical Physicist in the category Independent Practice. A Minimum of nine (9) years' experience after registration with the HPCSA as a Medical Physics of which three (3) years must be appropriate managerial position .The three 3 years may include managerial duties performed, if the position was not available at the institution. Quality Assurance experience in Radiology and Nuclear Medicine. Experience in teaching, training, research, planning and implementation of academic programmes. Competencies/Skills: Knowledge of general management and administrative skills, including budgeting, good planning, organisational and presentation skills. Experience in radiation medicine equipment management processes; including needs assessments, procurement processes, specifications, installation and maintenance. Sound knowledge of regulations pertaining to the Hazardous Substances Act of 1973 in accordance with the South African Health Products Regulatory Authority. Excellent communication skills (verbal, written, conflict management) and interpersonal skills. A good knowledge of analytical and report writing skills and computer skills.

**DUTIES** : Quality Assurance Programme and Management of ionising and non-ionising radiation equipment at both Dr George Mukhari Academic Hospital and Dental Hospital. Participate in the teaching, training and research programs within Dr George Mukhari Academic Hospital and Sefako Makgatho Health Sciences University. Oversee the development and implementation of policies, protocols and Standard Operating Procedures. Oversee compliance of equipment contracts, service level agreements and terms of references with vendors. Participate in the Radiation protection programme and training at Dr George Mukhari Academic Hospital. Work closely with Medical Physicists, Radiologists, Nuclear Medicine Physicians and Radiographers. Provide support in all aspects of safe and effective radiology and nuclear medicine clinical procedures, with the consideration of ethical aspects. Responsible for QA including dosimetry in radiology and nuclear medicine. Ensure all radiation protection requirements are met and good practices are followed. Maintain own Continuing Professional Development (CPD) in accordance with professional standards.

**ENQUIRIES** : Ms S Robberts: Tel No 0762275094  
**APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or Apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered .ID copy and a CV must be attached. Only Shortlisted Candidates Will Be Requested To Submit Certified Documents The specific reference must be quoted.It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

**CLOSING DATE** : 10 December 2021 closing time 12H00

**POST 42/155** : **ASSISTANT MANAGER: MEDICAL PHYSICS REF NO: 012579**  
 Directorate: Clinical Support

**SALARY** : R937 704 –R1 072 149.per annum  
**CENTRE** : Dr George Mukhari Academic Hospital  
**REQUIREMENTS** : Senior certificate / Grade 12.Appropriate BSc Honours Degree in Medical Physics, or equivalent. Registration certificate with the HPCSA as a Medical Physicist (Ionising Radiation). A minimum of 6 year's appropriate experience



after registration as a Medical Physicist. Current annual registration with Health Professions Council of South Africa as a Medical Physicist (Ionising Radiation) (2021/2022). Physical ability to handle quality assurance equipment. Knowledge, Skills. Training and Competency required excellent management, administration, communication and interpersonal skills. Sound knowledge of Radiology and Radiotherapy dosimetry equipment, treatment planning and planning principles. Knowledge of radiotherapy treatment and diagnostic equipment. Competencies/Skills operation, monitoring of maintenance, record keeping, and care of all equipment and accessories. Knowledge of Radiation Control and Safety Regulation. Knowledge of departmental protocols, design and implementation of new protocols. Teaching and training skills. Ability to plan and organise the limited resources. Ability to solve Radiotherapy and Radiology physics problems. Competency in performance of quality control procedures in Radiotherapy and Radiology.

**DUTIES** : Provide Medical Physics support for Radiation Oncology and Radiology treatment units including, acceptance testing, commissioning, calibration, and quality assurance. Participating in the implementation of new treatment techniques. Provide Radiation Protection Services and ensure regulatory compliance for the institution. Conducting research and development work in new technologies and techniques. Liaise with Health Technology Services (HTS) and vendor's technicians regarding equipment maintenances. Participate in the departmental/ interdepartmental committees, e.g. QAC, planning meetings and Hospital's Radiation Health and safety committee. Undertake leadership and administrative duties related to the management of the division. Perform Employee Performance Management Development Assessments for junior medical physicist.

**ENQUIRIES APPLICATIONS** : Ms. S Robberts: Tel No 0762275094  
: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or Apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za).

**NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered., ID copy , CV, copies of qualifications and drivers licence(where appropriate) must be attached. Only Shortlisted Candidates Will Be Requested To Submit Certified Documents). The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993. Note: Shortlisted candidates will be subjected to a Microsoft office skills assessment. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful.

**CLOSING DATE** : 10 December 2021 Time Will Be 12h00

**POST 42/156** : **ASSISTANT DIRECTOR – PHARMACEUTICAL SERVICES REF. 19/2021 (1 POST)**  
Directorate: Pharmacy

**SALARY CENTRE REQUIREMENTS** : R911 406 per annum (all-inclusive package)  
: Kopanong Hospital  
: Basic qualification (B Pharm) accredited with the South African Pharmacy Council (SAPC) that allows registration with SAPC as a Pharmacist. Candidate must have a minimum of 3 years' appropriate experience after registration as a Pharmacist with SAPC. Must be able to lead and manage Pharmaceutical Services to ensure a cost effective and efficient service. Candidate must have knowledge of Standard Treatment Guidelines and Essential Medicine List. Skills and competencies: Leadership, HR, conflict management, financial management, monitoring and evaluation, good interpersonal relations, communication networking and information management, problem solving and

- decision making, presentation and training skills, computer literacy and a driver's license.
- DUTIES** : Lead and manage Pharmaceutical Services in the institution ensuring a cost effective and efficient pharmaceutical service. Provide budget and expenditure management. Financial management and its reports e.g. ABC analysis, budget commitment and disposal register. To facilitate the rationale, use of medicines and conduct relevant medicine use evaluations in the institution. Oversee stock take and expired stock monitoring for the hospital. Provide expert advice and communicate to management on matters relating to procurement, logistic and the use of medicine. Be an active member of budget, PTC, Quality assurance and Infection control meetings. Update the formulary and distribution thereof in the institution. Ensure provision of HR, labour Relations, training and development of staff and performance management. Ensure quality Pharmaceutical Services in line with the National Core Standards and six Quality Ministerial Priorities.
- ENQUIRIES** : DR Mabena P Tel: (016) 428 7160
- APPLICATIONS** : Fully completed new Z83, CV, copies of ID and qualifications must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.
- NOTE** : Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR. People With Disabilities Are Encouraged To Apply. If you did not hear from us within three months, please consider your application unsuccessful. Pre-employment screening will be conducted to successful candidates.
- CLOSING DATE** : 10 December 2021
- POST 42/157** : **MEDICAL REGISTRAR REFS NO: SBAH 116/2021**  
Directorate: Internal Medicine
- SALARY** : R833 523 per annum plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : MBChB/ MBCh. Registration as a Medical Practitioner with the HPCSA. Must have completed community service. Short courses e.g ACLS, ATLS and Life support strongly recommended. Must have Primaries FCP Part I. After hour duties is a necessity.
- DUTIES** : Render clinical services and show academic progression and complete research dissertation within four year contract. Service delivery: Patient care of all in-and-outpatient in the department as per rotation. Consultations from and to all departments of SBAH on Registrar level. Supervision of all rotating pre-graduate students, Interns and junior colleagues in clinical practice. Rotation to sub-specialties and facilities accredited by the University of Pretoria.
- ENQUIRIES** : Ms L Mnguni Tel No: 012 354 1211/2112
- APPLICATIONS** : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 10 December 2021
- POST 42/158** : **MEDICAL OFFICER REFS NO: SBAH 117/2021**  
Directorate: Cardiology
- SALARY** : R833 523 per annum plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : Under graduate with MBChb degree and completed a community service. Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner and proof of registration. Ability to lead standardization of care inspirational to the health care team. Ability to lead a team of health care professionals with integrity and respect. Commitment to organizational value`s and vision. Dedication to patient safety and quality of health care. Track record of fostering team work and collaboration among physicians. Excellent interpersonal skills.
- DUTIES** : Render a full spectrum of Cardiology inpatient services. Provide clinical guidance to designated clinic staff. Perform department administrative duties.

Teach pre and post graduate students. Initiate and participate in clinical research. Render after-hours clinical services.

**ENQUIRIES** : Prof A Sarkin Tel No: 012 354 2277

**APPLICATIONS** : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 10 December 2021

**POST 42/159** : **REGISTRAR REF NO: SMUREG03/2021**  
Directorate: Maxillo Facial and Oral Surgery

**SALARY** : R833 523 per annum (all inclusive)

**CENTRE** : SMU Oral Health Centre

**REQUIREMENTS** : Degree in Dentistry (BDS/BChD). Registration with the HPCSA as a Dentist with at least two years' experience as a dentist. Post graduate courses in Anatomy, Physiology, Pathology and a valid ATLS certificate are a requirement. Experience in working in rural institutions e.g., Clinics, Community Health Centres or District hospitals and fulfilment of community service obligations is a requirement.

**DUTIES** : The Registrar will pursue a course of study over five years and if successful in meeting the requirements, will be awarded a qualification which will entitle the holder to register with HPCSA as a specialist Maxillofacial and Oral Surgeon. Through the course of the study, the registrar will deliver services by undertaking treatment of patients at SMU (Medunsa) Oral Health Centre and Dr George Mukhari Academic Hospital of the Gauteng Department of Health. The registrar will also be required to execute a research project as well as be involved in the clinical training of undergraduate students.

**ENQUIRIES** : Prof Munzhelele Tel No: (012) 521 4858/9

**APPLICATIONS** : Quoting the relevant number. Direct applications must be delivered to Ms PR Rangoato, Human Resource Department, Room S521 Level 5 Medunsa Oral Health Centre, P.O Box 848, Medunsa, 0204

**FOR ATTENTION** : Ms Pretty Rangoato

**NOTE** : Kindly attach copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration, current proof of annual renewal of registration with the HPCSA and a properly filled new Z83 form. Applications must be submitted timeously. Applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.

**CLOSING DATE** : 10 December 2021

**POST 42/160** : **REGISTRAR REF NO: SMUREG02/2021 (X2 POST)**  
Directorate: Prosthodontics

**SALARY** : R833 523 per annum (all inclusive)

**CENTRE** : SMU Oral Health Centre

**REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a dentist in the category Independent Practice. Minimum 2 years' experience and having completed Community Service. Keen/proven interest in Prosthodontics. A minimum undergraduate final mark in Prosthodontics of not less than 65% in the final year of study. Qualifications which are, or are the equivalent of, the Primary courses of Master's degrees of a South African University or of the Colleges of Medicine of South Africa or any postgraduate qualifications relevant to Prosthodontics will be an advantage.

**DUTIES** : Register for a four (4) year MDent degree in Prosthodontics with the Sefako Makgatho Health Sciences University. Be employed by the Gauteng Department of Health. Be expected to perform clinical training at the MOHC and any other sites accredited by the SOHS. Be responsible for undertaking undergraduate teaching, service delivery and own research as part of the PG Program. Engage in commuted overtime duties as directed by the SOHS. Participate in any other activities as directed by the Head of Department.

**ENQUIRIES FOR ATTENTION NOTE** : Prof Moipolai Tel No: (012) 521 4817  
: Ms Pretty Rangoato  
: Kindly attach copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration. Candidates are required to complete the new Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to University criteria.

**CLOSING DATE** : 10 December 2021

**POST 42/161** : **DENTIST GRADE 1 (DEVELOPMENTAL)**  
Directorate: Maxillo Facial Oral Surgery (MFOS)

**SALARY CENTRE REQUIREMENTS** : R809 067 per annum  
: SMU Oral Health Centre  
: Current Registration with the HPCSA as a Dentist. At least 2 years in Working in Dentistry (Private or Public). Experience in working in Rural Health institutions e.g, Clinics, Community Health Centres or District Hospitals. Interest in becoming a Registrar in MFOS. This is Full time Postgraduate Training Program. Experience in teaching undergraduates in BOH, BDT and BDS will be an advantage. Applicant must have worked in MFOS clinical settings which will reflect an interest in MFOS domain. No transfer to other Dental Schools in SA during the 2-year contract period allowed.

**DUTIES** : During the contract period, the incumbent will be expected to work side by side with Registrars at MFOS, rendering patient service under the guidance and supervision of the consultants to gain experience in treating patients at SMU Oral Health Centre as well as at Dr George Mukhari Academic Hospital. The incumbent will be expected to also Register for Primary subjects i.e. Anatomy, Physiology and General Pathology as well as, for the MFOS candidates acquire ATLS. At the end of the 2 years, the Primary subjects must be passed in order to be well positioned to a registrar's post. The primary subjects may also be acquired through CMSA. If primaries not completed in 2 years, then have to vacate the post.

**ENQUIRIES APPLICATIONS** : PROF Munzhelele (MFOS) Tel No: (012) 521 4858  
: Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, P.O Box 848, Medunsa, 0204

**FOR ATTENTION NOTE** : Ms Pretty Rangoato  
: Kindly attach copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration. Candidates are required to complete the new Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply. The level of the university academic appointment/position will be determined on an individual basis applicable to University criteria. Note Well: The contract is for 2 years and is renewable annually based on performance. If poor performance in first year, the contract will be terminated. The department is under NO obligation to make any appointment to Registrarship if the prerequisites are not met, thus progression to Registrarship is not automatic.

**CLOSING DATE** : 10 December 2021

**POST 42/162** : **DENTIST GRADE1/ 2/3 SMUD03/2021 (X 2 POSTS)**  
Directorate: Operative Dentistry

**SALARY CENTRE** : R809 067 per annum (all inclusive)  
: SMU Oral Health Centre

- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as a Dentist. Minimum of 7/12 years' appropriate experience as a Dentist after registration with the HPCSA, with a proven track record and interest in Endodontics, Paedodontics, Restorative Dentistry and Dental Materials. Experience in academia, Teaching/training of undergraduate students (Dentists, Dental Therapists and Oral Hygienists) in Direct Restorative Dentistry. Evidence of working & interest in Endodontics and Paedodontics, chairside teaching & Supervision of dental students as well as experience in Applied Dental Research. Administration and Management of Teaching & Learning programmes.
- DUTIES** : Provide oral health service at SMU Oral Health Centre, Teaching/training of undergraduate student (Dentists, Dental Therapists and Oral Hygienists) in the Department of Operative Dentistry. Administration and Management of Teaching and Learning participate in Departmental initiatives, supervision of undergraduate and postgraduate students. Conduct and deliver on research publications and outputs. Serve and participate in GDoH and SMU's committees as required.
- ENQUIRIES** : Dr Gwengu (Operative Dentistry) Tel no: (012) 521 4827
- APPLICATIONS** : Direct applications must be delivered to SMU OHC Human Resource Department, (Att: Ms Pretty Rangoato), Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria, 0204. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.
- NOTE** : Kindly attach/include copies of your Qualifications, Identity book/card, Curriculum Vitae, HPCSA Registration and new Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourage to apply.
- CLOSING DATE** : 10 December 2021
- POST 42/163** : **DEPUTY DIRECTOR: ADMINISTRATION AND SUPPORT REF NO: REF/012570 (1 POST)**  
Directorate: Administration and Support Management
- SALARY** : R744 255. per annum plus benefits
- CENTRE** : Helen Joseph Hospital
- REQUIREMENTS** : A National Diploma or Degree in Public Administration/Public Management/Business Administration (NQF 6 or 7) (360 Credits). At least 5 to 10-years' experience in Administration and Support services, with 3 years at the Assistant Director level. A valid driver's licence. Communication skills; Management skills; People skills; Conflict resolution skills; Reporting skills; Negotiation skills; Planning and organising skills; Project management skills; Presentation and facilitation skills; Problem solving skills; Operational planning; ability to work under pressure and being self-motivated; Ability to work in a diverse team; Ability to adapt to change; Ability to liaise with business partners; and Ability to perform multiple tasks and work overtime where necessary. Computer skills (MS Word and MS Excel). Hospital management skills and experience would be an added advantage. Knowledge of the Public Finance and Management Act, Public Service Act, Public Service Regulations, PAIA, PAJA, OHS Act, POPI Act, Disaster Management Act, Foodstuff Cosmetics and Disinfectants Act, Labour Relations Act, Treasury Regulations, Records Management Act, RICA Act, Mortuary guidelines, Linen Management Act, Loss and Risk Management. Knowledge of the public service systems and procedures and other relevant legislations. Must be a driven and customer focused individual with excellent leadership, planning, organizing, communication (verbal and written), interpersonal relations and conflict management skills. Must have report writing, research, numerical and analytical, project management, presentation, decision making and management skills. Ability to work under pressure, meet deadlines, ability to analyse and interpret financial information. Must have the ability to interpret and present policies and other prescripts. Excellent ability to facilitate and

- coordinate workshops and meetings. Ability to interact at strategic level and implement turnaround strategies. Be service delivery orientated.
- DUTIES** : Manage and supervise hospital administration and support services division. Manage Administration, Food Service Management, Record Management, Facility Management, Security Management, Linen Management, Cleaning Department and Information Technology. Implement benchmarking to ensure improved outputs. Implement, Manage and monitor compliance with Service Level Agreements. Manage the budget and supervise human resource and ensure compliance with relevant prescripts and mandates of the department. Develop and implement skills development and training for staff in the division. Liaise with internal clients and external stakeholders. Management of personnel performance contracting and performance management reviews. Develop and implement guidelines and Standard Operating Procedures (SOP) in the division. Compilation and monitoring of Operational Plan, Risk register, Audit Action for management reporting and analysis. Management of infrastructure. Management and food services units. Ensure compliance with Ideal Hospital Framework. Represent the division in the hospital management meetings. Ensure implementation of Batho Pele principles in the division. Perform other related duties as delegated by the CEO.
- ENQUIRIES** : Dr R. Ncha Tel: 011 489 1087 / 0306
- APPLICATIONS** : must be hand delivered to Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Basement, Johannesburg. (There is also a designated box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006; Attention: Human resource department
- NOTE** : Applications must be submitted on a New Version of Z83 form, obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applications must be submitted copies of qualifications, identify documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not to be certified when applying for a post. The communication from the HR of the 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. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance with other relevant state agencies, reference check and verification of qualifications will be conducted.
- CLOSING DATE** : 20 December 2021
- POST 428/164** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: SDHS2021/11/02 (X1 POST)**  
Directorate: Human Resource Management  
This is a re-advertisement. People who applied previously are encouraged to reapply.
- SALARY** : R744 255. per annum (all- inclusive remuneration package)
- CENTRE** : Sedibeng District Health Services
- REQUIREMENTS:** : Tertiary qualification with ten (10) years or more relevant experience in Human Resource Management sphere 3 years must be at Assistant Director level preferably in the public health sector. Ability to provide a leadership on HR Practices and administration. Ability to develop, Monitor and evaluate skills development legislation, HR Policies, and procedures. Ability to interpret and analyse HR data. Knowledge of developing, analysing, interpreting, reports and presenting them to management. Demonstrate knowledge of managing PERSAL system and interpreting reports. Ability to manage staff, work independently, adhere to strict deadlines. Knowledge of the Public Service ACT, the Public Finance Management ACT, Treasury Regulations. PSCBC Resolutions, Public Service Regulations, Labour Relations ACT, Employment Equity ACT, and other HR legislations and prescripts. Report writing skills, Computer literacy. Presentation skills. Must have a valid drivers' license.
- DUTIES** : Responsible for the implementation of HR policies, plans and strategy. Develop internal controls and Standard Operating Procedures and strategies and ensure alignment of the organizational structure to the strategic plan of the Department. Manage Human Resource information and knowledge. Monitor and evaluate the implementation of Human Resource strategies. Render efficient human resource administration services. Manage appointments,

transfers, and termination on PERSAL. Manage the compensation and conditions of services of staff members. Manage human resource personnel records. Manage salary administration and remuneration. Monitor and evaluate the quality on information captured on PERSAL and other HRM database. Authorize transactions and verify source documents. Maintenance of post establishment on HRM database. Manage HR Labour relations matters. Attend to Audit queries, HR risk management and compile reports for implementations of the recommendations thereof. Continually improve service delivery and measure performance. Develop and pursue a systematic approach to employee development based upon an Institutional skills gap analysis and PMDS system findings. Devise appropriate monitoring mechanisms to ensure that all resources deployed yields the desired result with regards to HRD and planning activities. Attend to National Regulated Standards and monitor and report on proper implementation of the National Regulated Standard requirements related to Human Resources. Ensure compliance and maintenance of quality standards required by the institution. Advise District management of HR practise, procedures, guidelines, and policies etc. Be part of the Executive management and participate in the development of strategic and operation plans for the District. Prepare reports for Provincial Office and represent the District in the different forums. Manage and coordinate Human Resource Development Programme. Manage Training and Development budget and Departmental Skills Development Committee. Manage, monitoring and coordinate the workplace Skills Plan and Reports. Manage the Performance Management and Development system and Employee Wellness functions. Implement the Employment Equity in the department.

**ENQUIRIES  
APPLICATIONS**

: Mr. M.T. Magoro Tel No: (016) 950 6100 / 082 716 3588  
 : Applications must apply online on the Gauteng Department of Health portal:  
[www.professionaljobcentre.gov.za](http://www.professionaljobcentre.gov.za).

**NOTE**

: A mandatory pre-entry certificate obtained by registering on the link:  
<https://www.thesg.gov.za/training-courses/sms-pre-entry-programme/> is  
 mandatory when applying for SMS positions. Non-RSA citizens / Permanent  
 Resident Permit Holders must attach a copy of their permanent residence  
 permits to their applications. Should you be in possession of a foreign  
 qualification, it must be accompanied by an evaluation certificate from South  
 African Qualification Authority SAQA. Applicants who do not comply with the  
 above-mentioned requirements as well as application received late, will not be  
 considered. Correspondence will only be limited to shortlisted candidates only.  
 If you have not been contacted within eight (8) weeks after closing date of the  
 advertisement, please accept that your application was unsuccessful. Suitable  
 candidate will be subjected to a personnel suitability check (criminal record,  
 citizenship, credit record checks, qualification verification and employment  
 verification). Where applicable, candidate will be subjected to a  
 skills/knowledge test. All shortlisted candidates for SMS post will be subjected  
 to a technical competency exercise that intends to test relevant technical  
 element of the job, the logistics of which will be communicated by the  
 Department. Following the interview and technical exercise, the selection panel  
 will recommend candidate to attend generic managerial competencies using  
 the mandated DPSA SMS competencies assessment tools. Successful  
 candidates will be appointed on a probations period of 12 months. The  
 Department reserves the right not to make any appointment(s) to the above  
 post. Successful candidates will be expected to sign a performance agreement  
 the recommended candidate maybe subjected to Medical Surveillance as  
 required by the Occupational Health and Safety Act, Act 5/1993. It is the  
 Department's intentions to promote Equity (race, gender and disability) through  
 the filling of this post with a candidate who's transfer/promotion/appointment  
 will promote representativity in line with numeric targets as contained in our  
 Employment Equity Plan. People With Disability Are Encouraged To Apply.  
 Please Note: The Public Service does not charge any fees for applying for  
 posts. Should you be asked for a fee, please let the authorities know. Due to a  
 large number of applications, we envisage receiving, applications will not be  
 acknowledged if you do not receive any response within 3 months please that  
 your application was not successful.

**CLOSING DATE**

: 10 December 2021

**POST 42/165** : **ASSISTANT MANAGER – GENERAL (NIGHT DUTY) REF: NURSING 16/2021 (1 POST)**  
Directorate: Nursing

**SALARY** : R571 242 per annum (plus benefits)  
**CENTRE** : Kopanong Hospital  
**REQUIREMENTS** : Grade 12 plus a basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma or Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. Proof of current registration with SANC as a Professional Nurse and Midwife must be attached. Candidate must have a minimum of eight year's appropriate experience as a nurse after registration with SANC and three years of the experience must be on management level in a public / private hospital environment. Knowledge and competencies: Supervisory, problem solving, conflict resolution and interpersonal skills. Good leadership and communication skills. Knowledge of nursing legislation, related legal and ethical nursing practices and framework, Labour Relation and relevant public sector policies. Ability to plan, organize, lead and coordinate quality health services in the department. Demonstrate basic understanding of Human Resources, Disciplinary Procedure, as well as Financial Management Policies, Guidelines and Practices.

**DUTIES** : Sustain effective management of quality nursing service. Co-ordinate optimal, holistic general and specialized nursing care provided within the set standards and professional / legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth / ethical standards, self-development and mentoring of Operational Managers. Maintain and manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the department and have the ability to deal with conflict. Knowledge of DOH policies, develop SOP's and protocol for the department, ensure that the Regulated Norms and Standards are maintained and upheld. Manage the Human Resource and ensure skilling and quality care. Manage the department efficiently and cost effectively. Coordination of effective training and research. Maintain accuracy and integrity in collation and consolidation of Midnight statistics. Support the Department of Health Strategic Objectives of quality patient care at night. Compile evidence based reports for continuity of patient care for morning reports and handing over. Implement disciplinary and corrective measures to staff working night duty care. Implement SOP's for the nursing and Hospital and maintain evidence based practice. Patient complaints management and resolution of complaints for efficient patient care. Do random patient care satisfaction surveys at night? Random nursing records audit to improve rendering of safe and evidence based quality nursing care. Implement hospital contingency plans per given incident and reports. Coordinate and monitor the operations of non-clinical systems that have direct impact to patient care at night. Monitor the flow of patients from Emergency units and provide informed directives for continuity of care without delays. Immediate resolution of patients and public complaints and keep records of all detailed complaints and interventions. Implement complaints and safety incidents guidelines at night.

**ENQUIRIES** : MS M.E. Polo, Tel: (016) 428 7130  
**APPLICATIONS** : Fully completed new Z83, CV, copies of ID and qualifications must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930. Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR. People With Disabilities Are Encouraged To Apply. The appointed employee will be subjected to Personnel Suitability Check (PSC), and Medical surveillance as required in the HBA, at no cost. If you did not hear from us within three months, please consider your application unsuccessful.

**CLOSING DATE** : 10 December 2021

**POST 42/166** : **OPERATIONAL MANAGER - SPECIALTY (MATERNITY) 1 POST REF. NO: 17/2021**  
Directorate: Nursing

**SALARY** : R571 242.per annum (plus benefits)  
**CENTRE** : Kopanong Hospital



- REQUIREMENTS** : Basic R425 qualification (i.e. diploma / degree in nursing) or an equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. Nine or more years' appropriate experience as a nurse after registration with SANC. Five years of the period referred above must be appropriate / recognizable experience in maternity after obtaining the one year post basic qualification. The candidate must also have a post basic diploma in Advanced Midwifery Nursing Science that is registered with SANC.
- DUTIES** : Execute duties and functions of with proficiency within prescripts and legislation. Provision of quality patient care through setting of standards, policies and procedures. To provide the nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Rights Charter. Render ante natal care, intrapartum care, post-natal care and neonatal care. Ensure and advocate for the provision and supervision of patient's needs. Improve perinatal mortality and morbidity through implementation of priority programme, EMTCT, MBFI, and ESMOE. Manage all the resources within the unit cost effectively and ensure optimum service delivery. Conduct audits and improvement programme. Demonstrate an understanding of nursing legislation and related legal and ethical practices. Work as part of the multidisciplinary team to ensure quality. 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, ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of daily, weekly, monthly, quarterly and annual reports. Manage and implement.
- ENQUIRIES** : MS ME Polo, Tel: (016) 428 7130
- APPLICATIONS** : Fully completed new Z83, CV, copies of ID and qualifications must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930. Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR. People With Disabilities Are Encouraged To Apply. If you did not hear from us within three months, please consider your application unsuccessful. Medical surveillance will be conducted to successful candidate.
- CLOSING DATE** : 10 December 2021
- POST 42/167** : **ASSISTANT DIRECTOR: CLINICAL TECHNOLOGY REFS NO: SBAH 118/2021**  
Directorate: Neurophysiology
- SALARY** : R525 087 per annum plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : A BTech degree in Clinical Technology in Neurophysiology. A Masters or Doctorate in Clinical Technology in Neurophysiology will be added advantage. Registration with the HPCSA for Clinical Technology- Neurophysiology. A minimum of 8 years relevant experience required after registration with the HPCSA
- DUTIES** : Perform and analyse neonatal, paediatric and adult EEGs, evoked potentials, polysomnograms and nerve conduction studies at a tertiary hospital level. Train Registrars and Clinical Technologists in Clinical Neurophysiology. Keep an academic program running. Demonstrate research experience and help students with their research projects. Knowledge of or interest in intra operative monitoring procedures. Must be able to work as part of a team supervise/interact with staff members and the public. Improve and update protocols according to international standards. Assist with administrative public duties.
- ENQUIRIES** : Prof M Kakaza Tel No: 012 354 1082
- APPLICATIONS** : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 10 December 2021
- POST 42/168** : **MIDDLE MANAGER: SUPPLY CHAIN REF NO: CHBAH 522 (X 1 POST)**  
Directorate: Asset Management

- SALARY** : R382 245. per annum (Level 9) (Plus Benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : An appropriate bachelor's Degree/National Diploma in Supply Chain Management/Logistic Management, Public Management, Supply Chain Management, Financial Management, Cost and Management Accounting and Business Management with at least five (5) years relevant experience in Supply Chain Management of which two (3) years must be at a supervisory level. Knowledge of government Supply Chain Management Policies and Procedures related to Assets Management. Knowledge of the PFMA and National Treasury Regulations and other SCM prescripts. Experience in Assets and disposal Management is an advantage. Working experience in Public Sector procurement processes, rules and regulations i.e. PFMA, PPPFA, BBEE, CIDB, Treasury Regulations and Supply Chain Management prescripts. Computer competency in MS Office package (MS Word, Ms Excel and MS PowerPoint). Good Communication Skills and Interpersonal Relation. Health (hospital) environment background will be an added advantage. A valid driver's license. The applicant must have a good communication (both verbal and written) skills and strong interpersonal relations. Ability to interact with various stakeholders both internal (end-users) and external stakeholders. Ability to act with tact and discretion. Must have the ability to work under pressure and be a creative thinker. Knowledge and Understand of Marketing, Economics and Financial Management.
- DUTIES** : Monitor and review the capturing of all physical (moveable) assets in the physical asset management registers. Receipt of all moveable assets, and perform quantity and quality control. Allocation of inventory and bar code of assets. Ensure that capturing of asset information in the relevant registers is done timeously. Monitor and review the allocation of assets to asset holders. Determination of the asset allocation according to Assets management policy and procedures of the department. Ensure Assets verification is conducted on annual basis and issuing of the inventory list (room list) to the End-users. Management of the delivery of assets to the End-users. Monitoring assets for physical condition, utilisation functionality and financial performance. Compile weekly, monthly, quarterly and annual reports on the state of assets. Promote correct implementation of sound asset management practices by informing guiding and advising departmental employees on asset management matters and contributing to the design and development of asset management systems, policies, strategic and annual physical asset management planning. Assist in investigations of lost assets. Ensure that verification of monthly assets reconciliations is done and resolve discrepancies. Assist the department with Auditing of Assets by Auditor General (AG). Ensure that execution of assets disposal activities is done. Supervise employees to ensure sound physical asset management. Ensure that all supervisors are trained and developed to be able to deliver work of the required standard efficiently and effectively. Conflict management skills. Management of staff including performance Management Development Systems (PMDS).
- ENQUIRIES** : Mr E Ngcobo Tel. No: (011) 933 0499
- APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. 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). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please

accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). 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 disability are encouraged to apply.

- CLOSING DATE** : 10 December 2021
- POST 42/169** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: SDHS2021/11/03 (X2 POSTS)**  
 Directorate: Human Resource Management  
 This is a re-advertisement. People who applied previously are encouraged to reapply.
- SALARY CENTRE** : R382 245 per annum (plus benefits)  
 : Sedibeng District Health Services  
 : District Office (X1 Post)  
 : Emfuleni Hr Sub-District (X1 Post)
- REQUIREMENTS** : Tertiary qualification (with working experience between 5 and 10 years) as an HR Generalist (3 years of the above work experience should be as an HR Supervisor). Extensive knowledge of Persal and Public Service Act, Public Finance Management Act and other legislative prescripts that govern Human Resource Management. Good understanding of PSCBC resolutions. Skills: Leadership Planning, organizing skills, Problem solving, Presentation and Communication skills (verbal and written) and financial management skills. Knowledge and understanding of Human Resource Delegation. Adhere to timelines on projects and Good interpersonal relations. Leadership and basic financial management skills. Knowledge of Staff Performance Management System. Ability to work independently. Ability to deal with conflict. Computer skills literacy (MS Word, MS Excel and MS PowerPoint). Ability to work under pressure. Must have a valid driver's license.
- DUTIES** : Lead, Plan, Organize and Control HR resources and activities in the District/Sub-District. Manage HR budget. Implement and interpret policies /directives and guidelines. Implement and maintain sound quality management system, including applicable legislations, policies, good practice and standard. Manage Recruitment & Selection processes and report accordingly. Provide training, guidance and support to HR staff, line managers and staff. Approve and quality assure all mandates and transactions related to OSD and non-appointments, Transfers, Terminations, Salary administration and Management of conditions of service etc. Manage Grading of all staff that is (OSD and non-OSD). Advice managers on HR delegations. Ensure that Persal related transactions and mandate are forwarded timeously to Gauteng Department of Finance (GDF) and verification is done for all submitted mandates. Manage District/Sub-District staff Establishment, post filling. Draw up a Post filling plan and liaise with Management. Manage District/Sub-District payroll. Manage Policy and Procedure on Incapacity leave and Ill Health (PILIR). Provide operational support to all staff and line managers. Manage the Performance Management and Development system (PMDS) of all staff in the sub-district and staff under supervision. Manage and support the sub-district. Lead and Manage audit wear PPE/uniform always. Monitoring Team Performance and Development of staff. Attend to Quality Management issues of the department. Identify and Solve Problems affecting Service delivery. Compiling leave plan, record keeping, and update leave register. Hold meetings with staff, liase with internal and external stakeholders. Enforce disciplinary code and procedure, Management of leave, Ensure Implementation of PMDS for staff. Effective Communication and writing of Reports.
- ENQUIRIES** : Ms. D. C. Ndhleleni Tel no: (016) 950 6212

- APPLIATIONS** : Applications should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2<sup>nd</sup> Floor Frikkie Meyer & Pasteur Blvd, at designate recruitment boxes.
- NOTE** : The appointment employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disability are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV; highlighting or stating the requirements mentioned above, at-least 3 references must be on a CV; According to circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be verified when applying for the post, only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Applications must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointments will be verified with the South African Qualification Authority (SAQA). Candidates will be subjected security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment /fill the post. Candidates will be expected to be available for selection interview on the date, time and place determined by the Department of which practical's can be part of selection process. If you do not receive any District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- CLOSING DATE** : 10 December 2021
- POST 42/170** : **SPEECH THERAPIST PRODUCTION LEVEL (GRADE 1 -3) REFS NO: SBAH 119/2021**  
Directorate: Speech Therapy
- SALARY** : Grade 1: R322 746 per annum plus benefits  
Grade 2: R384 752 per annum plus benefits  
Grade 3: R445 752 per annum plus benefits
- CENTRE REQUIREMENTS** : Steve Biko Academic Hospital  
A degree in Speech Therapy (ST), or Speech Therapist and Audiologist (STA) from a recognized University. Registration certificate as an independent practitioner with HPCSA. Current annual registration with HPCSA. Good verbal and written communication skills, ability to work under pressure in a changing environment. To relief colleagues as the need arises and work closely with other disciplines. Experience in the following tertiary level Speech Therapy services will be added advantage: VFS/MBS, Alternative Augmentative Communication (Low and High Tech), Laryngectomy patients, Neurological disorders and TBI, Head and neck cancers, Tracheostomies and Voice disorders.
- DUTIES** : To provide effective speech, language and dysphagia therapy to in and patients. The caseload will consist of both pediatric and adult patients in adherence with scope of practice. This includes (but is not exclusive to) assessing, diagnosing and managing patients within a multi-disciplinary team setting. Planning and problem solving appropriately. Providing education and counselling to patients, family and caregivers. Selecting, issuing and training appropriate use of assistive devices. Monitoring and reviewing patient progress. Documenting patient information, statistics, attending ward rounds, discussions and meeting within a multidisciplinary team. Liasing and referring appropriately. Contributing to service development by monitoring, evaluating and co-ordinating existing and new services. Identifying departmental needs, managing waiting lists, participating in implementing new services and developing management protocols for improved patient care. Providing public education regarding feeding and communication difficulties. Assist with management of human (including students), finance and physical resources. Adherence to legislation, regulations, ethical standards, policies, guidelines and protocols at national, provincial and institution and departmental level.
- ENQUIRIES** : Ms BE Baloyi Tel No: 012 354 2714

**APPLICATIONS** : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 10 December 2021

**POST 42/171** : **CLINICAL TECHNOLOGIST GRADE 1-3 REFS NO: SBAH 120/2021**  
Directorate: Critical Care

**SALARY** : Grade 1: R322 746 per annum plus benefits  
Grade 2: R384 752 per annum plus benefits  
Grade 3: R445 752 per annum plus benefits

**CENTRE** : Steve Biko Academic Hospital

**REQUIREMENTS** : National Diploma or BTech in Clinical Technologist –Specialized Category Critical Care. Registration with HPCSA as a Clinical Technologist – Specialized Category Critical Care.

**DUTIES** : Provision of specialized Critical Care diagnostic and investigative services within the Critical Care Unit and according to Steve Biko Academic Hospital’s i.e MACHENICAL Ventilation, ROTEM, Cellsaving, Administration of Nitric Oxide ect. Willing to learn and perform new procedures. Teach and perform practical assessments with students. Monitor and maintain equipment. Maintain good infection control. Order stock and manage. Engage in continuous Professional Development.

**ENQUIRIES** : Mr AM Khomo Tel No: 012 354 4151

**APPLICATIONS** : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 10 December 2021

**POST 42/172** : **ENGINEERING TECHNICIAN GRADE A REFS: REFS/012573**  
(Re-advertisement)  
Directorate: Medical Workshop

**SALARY** : Grade A: R316 536. per annum

**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS** : National Diploma in Electrical Engineering (Light current) or Clinical engineering Three years post qualification technical light current (Engineering)/clinical engineering experience. Valid driver’s license. Compulsory registration with ECSA as an Engineering Technician.

**DUTIES** : Repairs and maintain all medical equipment, keep electronic records of repairs. Condemning of medical equipment, training of clinical engineering students and training of end user.

**ENQUIRIES** : Mr. L Van Rensburg Tel: (011) 488 3127

**APPLICATIONS** : Applications should be submitted strictly online at <https://professionaljobcentre.gpg.gov.za/> and it should be accompanied by a new Z83 form 2021 (obtainable from any Public Service Department, with a comprehensive Curriculum Vitae (CV), applications must include three (3) contactable references as well as copies of qualifications and Identity (no postal or hand delivery applications will be accepted. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification verification and previous employment verification and financial Suitability) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. People who applied are encouraged to re-apply. Coloured Males

and females, Indian Males and Females and White Males and females are encouraged to apply  
10 December 2021

**CLOSING DATE**

**POST 42/173**

**PROFESSIONAL NURSE HAST PROGRAMME GRADE 1 REF NO: (X1 POST)**

**SALARY**

**CENTRE**

**REQUIREMENTS**

R260 760 – R302 292 per annum plus benefits  
Tshwane District Hospital  
Grade 12. Basic qualification as a professional nurse according to R425 or equivalent qualification that leads to registration with the South African Nursing Council as a professional nurse. Demonstrate an understanding of nursing legislation and related legal ethical nursing practice. In depth knowledge of National HAST policies and experience in management of HIV/AIDS, STI&TB and M.C.C.

**DUTIES**

Provision of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization of resources. Support integrated HAST programmes. Compile monthly and quarterly statistics and progress reports. Attend meetings and workshops. Ensure and communicate HAST guidelines in the department. Demonstrate effective communication with patients, supervisors, other health care professionals and junior colleagues, including report writing when required. Work as part of multi-disciplinary team at unit level. Work efficiently and amicably with, out-patients with persons of diverse intellectual, racial, or religious differences. Able to plan and organize own work and that of support personnel to ensure proper care.

**ENQUIRIES**

**APPLICATIONS**

Mr. M.F Budzwa Tel: 012 354 7600  
Applications should be addressed to HR: Recruitment and Selection Office, Tshwane District Hospital, Private Bag X 179, Pretoria 0001 between 8:00am – 15:00pm or hand delivered at Corner DR Savage and Steve Biko Road, Capital Park, 0001 at the security gate before 12:00pm on the closing date. No faxed or emailed application will be considered.

**NOTE**

Applications should include latest Z83, CV, copies of ID (smart card ID and driver's license to be copied both sides) and qualifications. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks – Provide at least 3 of which one must be an immediate supervisor). Employment Equity profile will be taken into consideration.

**CLOSING DATE**

10 December 2021

**POST 42/174**

**CLINICAL ASSOCIATE (1 POST)**

Directorate: Medical

**SALARY**

**CENTRE**

**REQUIREMENTS**

R261 372 per annum (plus benefits)  
Kopanong Hospital  
Grade 12 plus a three-year university degree in Bachelor of Clinical Medical Practice. Candidate must be registered with the HPCSA as a Clinical Associate and have a current receipt. Candidate must have good communication skill both verbal and written and able to function as part of a team. Profile: Experience working in a District Health Care services. Experience in general medical practice., PHC, HAST and use current clinical protocols and guidelines in patient management. Clinical skills in patient centered consultation, history taking, examination, investigation and ensuring continuity of patient care.

**DUTIES**

Perform patient-centered consultations across all ages in a district Hospital. Apply clinical reasoning in the assessment and management of patients. Be able to provide emergency care to patients. Perform investigative and therapeutic procedures appropriate for a district Hospital. Prescribe appropriate medication within scope of practice. Facilitate communication and provide basic counseling. Integrate understanding of family, community and health system in practice

**ENQUIRIES**

**APPLICATIONS**

DR KB Sayi Tel: (016) 428 7160  
Fully completed new Z83, CV, copies of ID and qualifications must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

**NOTE**

Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR. People With

Disabilities Are Encouraged To Apply. If you did not hear from us within three months, please consider your application unsuccessful. Pre-employment screening will be conducted to successful candidates.

- CLOSING DATE** : 10 December 2021
- POST 42/175** : **ADMIN OFFICER REF NO: CHBAH 523 (X1 POST)**  
Directorate: Supply Chain Acquisition
- SALARY** : R261 372.per annum (Level 7) (plus benefits)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital  
**REQUIREMENTS** : Standard 10 (Grade 12) certificate. 3 - 5 years' experience in Acquisition, Demand Management and Warehouse administration. Computer competency skills (MS Word, MS Excel, MS PowerPoint and Internet). Knowledge of SAP and SRM system. Knowledge of Procurement processes. Knowledge of SCM Policies, PFMA, PPPFA, BBBEE and Treasury Regulations. Knowledge of the Batho Pele Principles. Knowledge of Labour Relations processes. Conflict management skills. Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at difference levels. Ability to organize and plan work accordingly. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Experience and qualifications in Supply Chain Management will be an added advantage. Comply with the rotation roster.
- DUTIES** : Monitoring and supervision of Acquisition/Accounting Management team. Compiling of Demand and Procurement plans on annual basis. Conduct Market analysis. Conduct product specification analysis. Attend to end users' queries. Participate in stocktaking. Filing and record keeping of all documents for audit purpose. Be analytic and innovative in executing tasks as allocated. Compile weekly, monthly, and quarterly reports and reports to the Manager. Ensure compliance with policies and procedures that regulate and govern Supply Chain Management. Provide supervision and sign up performance management and development system with junior colleagues at your section. Sign a performance contract on annual basis. Perform other duties as allocated by the supervisor. Be willing to undergo continuous training and development programs. Attending meetings and training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Doing the performance evaluation of the sub ordinates. Monitoring of stock levels, reordering levels and maintaining minimum and maximum stock levels.
- ENQUIRIES** : Mr Thabo Mgoqi TEL NO: (011) 933 0534  
**APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. 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). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). 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 disability are encouraged to apply.

- CLOSING DATE** : 10 December 2021
- POST 42/176** : **STATE ACCOUNTANT REF NO: KOP 20/2021 (1 POST)**  
This is a re-advertisement. All candidates must re-apply.  
Directorate: Finance Department
- SALARY** : R261 372 per annum  
**CENTRE** : Kopanong Hospital  
**REQUIREMENTS** : Diploma or Degree in Finance with three years' relevant experience / Grade 12 with five years' relevant experience. Know the financial and accounting processes. Be able to understand, interpret and correctly apply financial policies and prescripts. The candidate must be computer literate and have sound knowledge of the PFMA and Treasury Regulations. Know PAAB system, SAP and E-Receipts. Be able to liaise effectively with clients and communicate with all stakeholders. Be orientated towards teamwork, receptive to work related issues and be able to work under pressure.
- DUTIES** : Oversee expenditure and revenue unit. Compile financial statements monthly. Clear the suspense Accounts. Compile BAS/Persal, BAS/Medsas, BAS/SAP and parking and accommodation reconciliations. Ensure timely payments of suppliers and that revenue targets are achieved. Improve debt recovery system. Ensure that debts are written off. Compile journals and do corrections and comply with the set Deadlines.
- ENQUIRIES** : MS S. Mokoena Tel: (016) 428 7113  
**APPLICATIONS** : Fully completed new Z83, CV, copies of ID and qualifications must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.
- NOTE** : Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR. People with disabilities are encouraged to apply. Medical Surveillance will be conducted to successful candidate. If you did not hear from us within three months please consider your application unsuccessful.
- CLOSING DATE** : 10 December 2021
- POST 42/177** : **PHARMACY ASSISTANT POST BASIC GRADE 1 REF. 18/2021 (1 POST)**  
This is a re-advertisement. All candidates must re-apply.  
Directorate: Pharmacy
- SALARY** : R211 509 per annum (plus benefits)  
**CENTRE** : Kopanong Hospital  
**REQUIREMENTS** : Grade 12 plus a qualification that allows registration with SAPC as a Post Basic Pharmacy Assistant with proof of payment of annual fees. Candidate must have basic communication skills both verbal and written. Good interpersonal relation skills, good calculation and computer skills. Excellent team work skills, time management, problem solving, decision making, teambuilding and people skills. Be highly motivated and enthusiastic to contribute to pharmacy services. Be able to work under pressure.
- DUTIES** : Assist the Pharmacy team in running of the department including one clinic on the premises. Assist with the control of stock both in ordering, receiving and distribution of finished product of schedule 1 to 5 in accordance with the standard operating procedure and legislation. To assist with the compounding, manipulation or preparation of non-sterile medicine or schedule substances according to a formulae and standard treatment guidelines approved by the responsible Pharmacist. Record all transactions in accordance to the standard operating procedures. Good pharmacy practice as published in the rules of the council must be adhered to all times. Implement the standard operating procedure, good pharmacy practice, norms and standards. Implement and maintain security measures. Ensure proper drug supply management. Contribute to pharmacy planning. Actively participate in administrative duties



- of the pharmacy. Perform duties assigned by supervisors. Maintain quality standards and other departmental policies
- ENQUIRIES** : MR Nhlapho L Tel: (016) 428 7075
- APPLICATIONS** : Fully completed Z83, CV, copies of ID and qualifications must be submitted to: Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.
- NOTE** : Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR. People With Disabilities Are Encouraged To Apply. If you did not hear from us within three months, please consider your application unsuccessful. Pre-employment screening will be conducted to successful candidates.
- CLOSING DATE** : 10 December 2021
- POST 42/178** : **HUMAN RESOURCE CLERK REFS: REFS/012563**  
Directorate: Human Resource Management
- SALARY** : R176 310.per annum (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Grade 10 or equivalent or a Grade 12 or equivalent. Knowledge: of a limited range of work procedures and elementary clerical duties such as, HR matters, Recruitment and Selection, PILIR, Leave, Training, Data capturing, Administration procedures relating to HR working environment including norms and standards. Planning and organising reporting procedures. How to do basic research/ gather information. Procurement directives and procedures. knowledge of statistics. Computer. Skills: Mathematical skills, Organising. Ability to perform routine tasks. Ability to operate computer (Microsoft package). Basic interpersonal relationship. Problem solving Maintaining discipline. Formulation and editing. The following will be an added advantage: Grade 10 with 5 to 10 years' experience / Grade 12 or equivalent with 2 to 5 years' experience, Computer Literacy, Introduction to Persal certificate, Knowledge of Performance Management Development System, Determination on Leave of absence, Special/ Sabbatical Leave, Public Service Act, Public Service Regulations and relevant prescripts, Skills Development Act, Basic Condition of Employment Acts, Policies and procedures, Public Finance Management Act (PFMA), Employment Equity Act, Batho Pele Principles, Constitution of South Africa, Communication, Problem solving, Presentation, People Management and Records Management Skills).
- DUTIES** : Implementation of Human Resource practices i.e., Condition of Service (Leave, Housing, Medical Aid, Injury on duty, Long Service recognition, relocations, Overtime, Pension Pay- out and other allowances, Recruitment and Selection (Advertisement, Appointments, Transfers, Verification of Qualification, Reference checks, Absorptions, Probationary Periods). Serve as a secretary durin9 interviews. Administration of PMDS processes e.g., capturing of PMDS on PERSAL, conducting PMDS audit payments. Assist with Coordination of Trainings and processing of Special leave. Assist with PILIR processes. Records management. Implementation of ESS programs. Assessment and management of ESS system pertaining to assignment of staff, termination of assignments, capturing of leave on the backend (SAP), online payroll certification administration and all other aspects pertaining ESS an SAP system administration. Personnel file management and administration to scanning of documents, indexing of scanned documents, quality checking of scanned documents and box filing of documents.
- ENQUIRIES** : Mr. AK Malanga Tel No: 011 488 3721
- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address [Supporthr.Cmjah@gauteng.gov.za](mailto:Supporthr.Cmjah@gauteng.gov.za) Only online application will be considered. Please Use The Reference As The Subject.
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender, and disability. Applications must be submitted on a new Z83 form 2021 (obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)) with a C.V, applications must include three (3) contactable references, Copies of I.D, Qualifications to be attached. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a

medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

- CLOSING DATE** : 10 December 2021
- POST 42/179** : **SECRETARY REFS: REFS/012564**  
Directorate: Cardiothoracic
- SALARY** : R176 310 per annum (plus benefits)  
**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital  
**REQUIREMENTS** : Grade 10 or equivalent or a Grade 12 or equivalent. Knowledge of a limited range of work procedures and elementary clerical duties such as; Secretarial, Typing. Secretarial procedures relating to specific working environment including norms and standards. Skills: Planning and or organising. Reporting procedures. How to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Mathematical skills, Organising. Ability to perform routine task. Be prepared to rotate and work shifts. Ability to operate computer (Microsoft Package) and typing skills. Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. The following will be an added advantage: Grade 12 with extensive experience as a secretary, Secretarial Diploma or equivalent qualification with one year experience, Knowledge of Patient's Rights, PFMA and Batho Pele Principles, Telephone etiquette, Be able to work independently and as part of a team, Ability to function under pressure, Be assertive and presentable.
- DUTIES** : Responsible for overall administration of the manager's office. Daily management and co-ordination of office activities. Management of all incoming and outgoing correspondence. Co-ordination and preparation for meetings, workshops and typing documents. Provide reception services including call screening, receiving as well as attending to messages and provide hospitable reception for visitors to the manager's office. Making travel and accommodation arrangement as well as processing of all subsistence and travel claims. Handling of confidential documents. Operate standard office equipment (fax, photocopy machine and telephone). Type correspondence such as reports, submissions and letters. Perform administrative tasks such as taking minutes and arranging / serving refreshments.
- ENQUIRIES** : Ms. JA Mvelase Tel No 011 488 3437  
**APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address [Supportthr.Cmjah@gauteng.gov.za](mailto:Supportthr.Cmjah@gauteng.gov.za) Only online application will be considered. Please Use The Reference As The Subject.
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender, and disability. Applications must be submitted on a new Z83 form 2021 (obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)) with a C.V, applications must include three (3) contactable references, Copies of I.D, Qualifications to be attached. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. African Males, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.
- CLOSING DATE** : 10 December 2021
- POST 42/180** : **SUPERVISOR CLEANING REF NO: SMUSC03/2021**  
Directorate: Support Service
- SALARY** : R176 310 per annum (all inclusive)

**CENTRE REQUIREMENTS** : SMU Oral Health Centre  
: Grade 12 or equivalent qualification. A minimum of five (5) years' experience as a cleaner in Public Service or Private hospital environment. Computer Literacy, Experience and knowledge to operate Cleaning equipment's, machinery and chemicals used. Good Interpersonal and communication skills Ability to work under pressure. Six (6) months acting experience will be an added advantage

**DUTIES** : Supervise cleaners. Monitor and evaluate the work performance of the cleaners. Ensure adequate supply of all cleaning materials and cleaning equipment (machines). Complete ordering request forms on time to avoid running out of stock. Manage risk in terms of assets and inventory control for cleaning section. Allocate personnel accordingly and monitor their attendance, good conduct and maintain Discipline. Apply necessary disciplinary measures in the event of wrongdoing. Ensure that all areas are cleaned at all Times. Provide guidance, assistance and training to cleaners. Conduct employee's performance evaluations (PMDS). Solve problems and manage departmental conflicts. Perform all administrative related functions.

**ENQUIRIES APPLICATIONS** : Mr HH Hadebe Tel No: (012) 521 4913  
: Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, P.O Box 848, Medunsa, 0204

**FOR ATTENTION NOTE** : Ms Pretty Rangoato  
: Kindly attach copies of your Qualifications, Identity book, Curriculum Vitae, Candidates are required to complete the new Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encouraged to apply

**CLOSING DATE** : 10 December 2021

**POST 42/181** : **ADMINISTRATION CLERK REF NO: SDHS2021/11/04 (X1 POST)**  
Directorate: Primary Health Care Unit

**SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 5) (plus benefits)  
: Sedibeng District Health Services  
: Grade 10 (with working experience between 5 to 10 years). Grade 12 (with working experience between 2 to 5 years). Computer literacy with knowledge of the Microsoft Office applications. Willingness to rotate between PHC Unit, Programs and Chief Director's Office. Knowledge and understanding of the legislative framework governing the Public Services (BCEA, PSA, PSR, PFMA). Ability to capture data and collecting of statistics. Sound verbal and written communication skills, customer relations skills and problem-solving skills. Be able to work under pressure, team player and ability to work independently. Good interpersonal relations skills. Ability to handle confidentiality information. Ability to act with tact and discretion. Records Management knowledge. Ability to cope with a high workload. Good telephone etiquette. Knowledge and application of the Batho Pele Principle.

**DUTIES** : Key result areas/outputs: Setting up appointments, scheduling meetings, distributing reports and managing correspondence between PHC Unit, other departments and external bodies. Manage office inventory and records of the office. Organize, process and store office files and information. Onboard and support the sub-district and PHC clinic's administrative clerks. Support the sub-districts and PHC clinic managers. Manage PHC Unit diary and appointments. Respond to calls of the PHC Unit, sub-districts and other supporting department and report appropriately. Operate office equipment including printers and copies. Sign annual performance management agreement. Perform other duties delegated senior managers.

**ENQUIRIES APPLICATIONS** : Ms. D. Ramoloi Tel No: (016) 950 6002  
: Applications should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2<sup>nd</sup> Floor Frikkie Meyer & Pasteur Blvd, at designate recruitment boxes.

**NOTE** : The appointment employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disability are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV; highlighting or stating the requirements mentioned above, at-least 3 references must be on a CV; According to circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be verified when applying for the post, only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Applications must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointments will be verified with the South African Qualification Authority (SAQA). Candidates will be subjected security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment /fill the post. Candidates will be expected to be available for selection interview on the date, time and place determined by the Department of which practical's can be part of selection process. If you do not receive any District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

**CLOSING DATE** : 10 December 2021

**POST 42/182** : **ADMINISTRATION CLERK REF NO: SMUPA/02/21**  
Directorate: Patient Administration

**SALARY CENTRE REQUIREMENTS** : R176 310 (plus benefits)  
: SMU Oral Health Centre  
: Grade 12 and National Diploma in Public Management, General Management, Public Administration, Office Administration or Business Administration with 0 - 2 years appropriate experience in Patient Administration especially in outpatient department. Can work under pressure. Knowledge of Batho-Pele Principles, Patient's Rights and Responsibilities. Computer skills, good communication skills (verbal and written), interpersonal relation skills, good telephone etiquette and customer care. Knowledge and experience of PAAB or Medico serve as a recommendation. Comply with relevant prescripts and regulations. Ability to work independently and in a team

**DUTIES** : Patient Registration, billing and classification. Filing and retrieval of patient's records, and other documents related to patient files in all areas. Rotate to other sections of Patient Administration when requested. Daily recording of patient's statistics. Safekeeping and disposal of files and documents in terms of the National Archives Act. Storage and retrieval of documents and files. Daily booking of patients and tracing of missing files. Correct capturing and implementation of downtime register and tool. Tracking and checking movement history of patient on the system and register book. Perform all other duties of patient administration as delegated by the supervisor. Participation in the Performance Management Development System (PMDS)

**ENQUIRIES APPLICATIONS** : Ms Tshepiso Appolus Tel 012 521 5787  
: Quote the relevant post number, Direct applications must be delivered to SMU Oral Health Centre Human Resource Department, Ms Pretty Rangoato, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Pretoria ,0204

**FOR ATTENTION NOTE** : Ms Pretty Rangoato  
: Kindly attach/include c copies of your Qualifications, Identity book/card, Curriculum Vitae, Z83 form Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

**CLOSING DATE** : 10 December 2021

## GAUTENG DEPARTMENT OF SOCIAL DEVELOPMENT

*It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention of Mr O Mkhabela. All applicants are also encouraged to number the pages of their CV and the attached certified documents*

**NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The fully completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as copies of all academic qualification(s) including the matric certificate, Identity document and driver's licence (where applicable) and any other relevant documents. Applicants must submit copies of qualification, identity documents and drivers license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the 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. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment (where applicable). The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GDSD that will be reviewed based on performance expiration. Applicants must take note that due to COVID-19 pandemic, the Gauteng Department of Social Development will comply with Health and Safety Regulations.

## OTHER POSTS

**POST 42/183** : **SOCIAL WORK MANAGER: INTAKE FIELD AND FOSTER CARE GRADE 1**

**SALARY CENTRE** : R806 811 – R1116831 per annum (within OSD framework)  
: JHB Region SD/2021/11/60 (1 Post)  
: Sedibeng Region SD/2021/11/61 (1 Post)  
: West Rand Region SD/2021/11/62 (1 Post)  
: Ekurhuleni Region SD/2021/11/63 (1 Post)  
: Tshwane Region SD/2021/11/64 (1 Post)

**REQUIREMENT** : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. A valid driver's license. A minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience at Intake and Foster Care (Statutory Service) as a supervisor. Knowledge and understanding of Social dynamics, human behaviour and social systems. Knowledge of Social legislation, policies and ethical practices governing field and intake programmes. Knowledge of Social Work empowerment interventions. Skills and Competencies: Communication, Ability to intervene and resolve conflict of a complex nature, Problem solving, Planning and organizing work for junior staff, Non-judgmental, Understanding, Assertive and Caring.

- DUTIES** : Provision of guidance of Social Work legislation. Management of Social Work interventions. Social empowerment of individuals, families, groups and communities. Conducting Social Work research programmes. Stakeholder support. Reporting on Social Work programmes. Management of Sub-Directorate: Manage of staff training & development, manage sub-directorate budget, manage projects allocated to the sub-directorate, manage staff performance and manage sub-directorate leave plan. Attend to staff grievances and disciplinary matters.
- ENQUIRIES** : Ms C Dukwana Tel: (011) 355 9502- JHB Metro Region  
Ms B Nkeane Tel: (016) 930 2096 – Sedibeng Region  
Ms. C. Jansen van Vuuren Tel: (011) 950 7712 -West Rand Region  
Ms. ZO Noncolela Tel: (011) 820 0429 - Ekurhuleni Region  
Mr V Dhladhla Tel: (012) 359 3312 -Tshwane Region.
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development Johannesburg Metro Region for attention Ms CS Dukwana Tel: (011) 355 9502, 41 Fox Street, Private Bag X1, Johannesburg, 2000. Region for attention Ms Bridgette Nkeane Tel: (016) 930 2096, 3 Moshoeshoe Street, Sebokeng, or Private bag x 209, Vanderbijlpark, 1911 West Rand Region for attention Ms. C. Jansen van Vuuren Tel: (011) 950 7712, SA Dutch Building, 16 Human Street, Krugersdorp, 1739. Ekurhuleni Region for attention Ms. ZO Noncolela, 40 Catlin Street Germiston 1401. Tshwane Region for attention Mr V Dhladhla Tel:(012) 359 3312, South Tower, 268 Lillian Ngoyi and Pretorius Streets, Private Bag X 266, Pretoria, 0001.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- CLOSING DATE** : 10 December 2021
- POST 42/184** : **DEPUTY DIRECTOR: RECRUITMENT AND SELECTION: REF NO: SD/2021/11/65**
- SALARY** : R744 255 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum)
- CENTRE** : Head Office (Johannesburg)
- REQUIREMENTS** : A three-year tertiary qualification (NQF Level 6/7) in Human Resource Management with 3-5 years' experience in middle management environment. A valid driver's license. Knowledge and understanding of legislative framework governing Recruitment practices, systems, processes and procedures applicable in the Public Service. Knowledge and understanding of Recruitment systems, procedures and processes applicable in the Department. Skills and Competencies: Communication, management, negotiation, conflict resolution, planning, organizing, leadership, problem solving, people management and empowerment skills.
- DUTIES** : Management of recruitment and selection functions including to manage and oversee the Departmental post filling plan. Align the post filling plan to budget and annual performance plan. Management of SLA with service providers, confirmation probationary periods, processing of transfers. Develop and manage the implementation recruitment and retention strategy. Monitor the process of payment of normal grade and accelerated grade progression. Management of the Departmental recruitment strategy including reviewing the recruitment strategy. Manage and coordinate financial disclosures for remunerative work. Overall Management of the Sub-Directorate including management of operational plan of the unit, manage performance and development of staff, absenteeism and conduct of staff. Provide units quarterly reports.
- ENQUIRIES** : Mr O Mkhabela Tel: (011) 355 7937
- APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg for Attention- Mr O Mkhabela, Tel- (011) 355 7937 or posted to- Private Bag X35, Johannesburg, 2000.
- NOTE** : NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- CLOSING DATE** : 10 December 2021