

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

- POST 43/126** : **HEAD: CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: EHD2021/12/01**
Directorate: Mental Health Services (DSMHT)
- SALARY CENTRE REQUIREMENTS** : R1 754 739 – R1 862 412.per annum (All-inclusive package)
: Ekurhuleni Health District
: Master of Medicine (MMed) degree in Psychiatry or Qualification as a psychiatrist with the Colleges of Medicine (FC Psych); Current registration with the HPCSA. A minimum of 3 years appropriate/relevant experience in psychiatry after registration with the HPCSA as a Psychiatrist and experience in community mental health or public health. It will be an advantage to show the ability to perform research (qualitative and quantitative). Managerial experience will also be an advantage. Leadership qualities, ability to work independently and in a team, computer literacy (MS Word, Excel and power point) and a driver's license are additional requirements. Applicants should be undergone pre-employment and periodic medical surveillance as part of the employment conditions.
- DUTIES** : Conduct a situational analysis of mental health in the District which will include Population Profile; Map and report of public/private non-governmental organizations (NGOs) and mental health-related Public Benefit Organizations and a traditional health analysis report. Develop an action plan towards improvement in mental health coverage and mental health care systems and their outcomes including Primary Health care services and the work of Community Psychiatry district allied health workers, NGOs and Community Health workers. Ensure that mental health services including treatment, prevention, promotion, and protection of mental health care users and other vulnerable groups are delivered through relevant intervention programs and strategies including suicide and substance use disorders prevention. Ensure that quality mental health services are provided according to professional standards and ethical principles. Establish routine ongoing training and supervision for PHC and mental health teams. Establish referral pathway and coordination with all stakeholders, Including Monitoring & evaluation through appropriate tools and indicators. Assists the Community Clinical Mental Health Team in the implementation of the operational plan. Facilitate inter-sectoral and inter-disciplinary collaboration and coordination. Provide monitoring and evaluation through quality assessments and tools. Develop research and translate it into improved services. Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Provide professional, technical, and management support for the provision of quality patient care through proper management of mental health care programs, and monitor the implementation of policies, programs, regulations, practices, procedures, and standard pertaining to mental health care, Utilize information technology and other management information system to manage mental health information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective mental health care. Manage and utilize resources in accordance with relevant directives and legislation (Human, Financial, Physical and Material resources). Provide full-time technical and management support to the district hospitals, and contracted care services. Coordinate mental health-related research and development, Manage staff performance and development.
- ENQUIRIES APPLICATIONS** : Dr. M.E Tipoy. Tel No: 011 876 – 1802
: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks

(PSC) – Verification (Reference checks, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE

: 21 December 2021

POST 43/127

: **MEDICAL SPECIALIST REFS: REFS/012594**

Directorate: Ophthalmology

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

: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS

: **Grade I** Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Ophthalmology. Registration with the HPCSA as Medical Specialty in Ophthalmology. No experience required after registration with the HPCSA as Medical Specialist. The following will be an added advantage: FC Ophthalmology, MMed in Ophthalmology and registrar work experience in Ophthalmology. Medical Specialist **Grade II** Appropriate qualification that allows for registration with the HPCSA as Medical Specialist in Ophthalmology. Registration with the HPCSA as Medical Specialist in Ophthalmology and proof of current registration. A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Ophthalmology. Must be willing to do sessions at CMJAH cluster hospitals. Medical Specialist Appropriate qualification that allows for registration with the HPCSA as Medical Specialist in Ophthalmology. Registration with the HPCSA as Medical Specialist in Ophthalmology and proof of current registration. A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Ophthalmology. Must be willing to do sessions at CMJAH cluster hospitals.

DUTIES

: Clinical management of general medical patients in OPD. Attending patients in relevant Subspecialty OPD and doing ward rounds. Coordinating subspecialty service at CMJAH and cluster hospitals for both inpatient and outpatient services. Overseeing the development of appropriate referral pathways. Train and supervise registrars, medical officers and medical students in patient care, diagnostic, treatment and surgical procedures. Supervise with research within the department and MMed students. Provide medical support and guidance to nursing staff. Commuted overtime is compulsory.

ENQUIRIES

: Prof. A. Makgotloe Tel No: 011 717 2549

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. African Males, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

CLOSING DATE

: 20 December 2021

POST 43/128

: **MANAGER NURSING (LEVEL 3 HOSPITAL) REF NO: REFS/012596**

Directorate: Surgery and Critical Care

SALARY

: R963 723. per annum (plus benefits)

CENTRE REQUIREMENTS : Charlotte Maxeke Johannesburg Academic Hospital
: Basic R425 qualification (diploma/ degree in nursing) and midwifery that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with SANC and proof of current registration. A minimum of 10 years appropriate/recognisable experience in nursing after registration as a professional nurse with SANC in general nursing. At least 5 years of the period referred to above must be appropriate /recognisable experience at management level as an Assistant Manager Nursing. Post basic degree/diploma in Health Care Management; and 1 year post basic course in either Critical Care/Trauma/Orthopaedic Nursing is compulsory. Computer literacy will be an added advantage. Strong leadership, good communication and sound interpersonal skills are necessary. Excellent verbal and written communication skills. Ability to work under pressure.

DUTIES : Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and, management support for the provision of quality patient care as part of preparation towards NHI. Promote nursing ethos and professionalism. Develop and monitor the implementation of policies, procedures, norms and standards pertaining to nursing care. Establish and participate in an inter-professional and multidisciplinary teamwork towards the promotion of efficient and effective service delivery. Establish and implement norms and standards for quality nursing practice and monitor compliance. Improve the skills and competencies of the staff. Problem solving and decision making. Effective management, utilization and supervision of human, material and financial resources. Manage staff performance and development. Utilize information technology to enhance patient outcomes and other management information systems to manage nursing informatics, and for the enhancement of service delivery. Manage nursing and hospital projects.

ENQUIRIES APPLICATIONS : Ms M.M Pule Tel No: 0114883785
: 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. Coloured Males and females, Indian Females and White females are encouraged to apply.

CLOSING DATE : 20 December 2021

POST 43/129 : **ASSISTANT MANAGER NURSING (EPI AND CDC PROGRAMME) REF NO: EHD2021/12/02**
Directorate: Health Programmes

SALARY CENTRE REQUIREMENTS : R624 216. per annum (plus benefits)
: Ekurhuleni Health District
: Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing as a Professional Nurse) plus a post basic nursing qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant speciality. A minimum of 10 years appropriate /recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate /recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty (Clinical Health Assessment, Diagnosis, Treatment and Care) or (Advanced Midwifery and Neonatal). At least 3 years of the period referred

above must be appropriate/recognizable experience at management level. Current proof of registration with SANC, Valid driver's license and computer skills are essential. Knowledge of District Health Services, National Health Act, National Development Plan, Financial and Human Resource. Management report writing and presentation skills. Competencies and knowledge should demonstrate an in depth understanding of project management, financial management, human resource management, computer literacy, quality assurance management as well as PHC Management policies and practices. Experience in EPI / CDC will be an added advantage.

DUTIES : Strengthen the Expanded Programme on Immunization (EPI) in the district. Coordinate Communicable Disease Control (CDC) and COVID 19 in the district. Monitor AFP surveillance in line with WHO requirements. Strengthen intersectoral collaboration with the relevant stakeholders. Ensure proper financial and human Resource management of the programme. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES : Mr Z. Futshane Tel No: (011) 876-1825

APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 21 December 2021

POST 43/130 : **OPERATIONAL MANAGER – MOU (SPECIALITY) REF NO: JHDS/D/11 (2 POSTS)**

Re-advertisement, those who have previously apply must re-apply

SALARY : R562 800.per annum (Plus Benefits)

CENTRE : Soweto Clinics

REQUIREMENTS : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A minimum of 09 years; appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). A post-basic nursing qualification in Advanced Midwifery and Neonatal Nursing Science with a duration of at least one year accredited with the SANC. At least 5 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty which is Advance Midwifery and Neonatal Nursing Science. Two years' experience in management / supervision level. Computer literacy and a driver's license will serve as an added advantage. Knowledge of clinical work in obstetric nursing. Knowledge of all legislation relevant to healthcare service. Financial management and human resource management; Leadership, organizational, decision making and problem-solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation.

DUTIES : Ensure proper general management of the maternal obstetric unit, personnel, patients and resources. Teach, delegate, monitor and evaluate performance/ appraise personnel. Deputize the clinic manager in her/ his absence. Ensure clinical practice by the clinical team in accordance with the scope of practice and Nursing Standards. Compile reports, analyze data, identify gaps and take remedial steps. Ensure proper record keeping. Provide comprehensive Mother, Child, Woman, & Neonatal Services. Manage licensing of staff with all

relevant professional bodies. Promote quality of nursing care as directed by the Office of the Health Standards Compliance and Ideal Clinic. Ensure community participation, manage Labour Relation issues. Ensure implementation of government policies including quality priorities, Batho Pele and Patients' Rights. Liaise with all relevant stake holders to improve services rendered. Ensure management of multi-disciplinary teams within the facilities. Provide comprehensive Primary Health Care service. Ensure effective, efficient, coordination and integration of quality health care services. Empower staff to prevent occurrence of Patient Safety Incidents (PSI). Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS). Develop and implement staff training plan. Ensure effective implementation of services, Quality Improvement Plans, Occupational Health and Safety as well as Quality Assurance Program etc. Ensure compliance with clinical protocols, Norms and Standards within the clinic. Adhere to the Office of the Health Standards Compliance requirements and ensure effective achievement on ministerial priorities, Ideal clinic compliance and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Attend to grievances of staff, administer discipline, and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of daily, weekly, monthly, quarterly and annual reports. Manage and implement COVID19 guidelines. General administration duties and management soft skills is mandatory.

- ENQUIRIES** : Mrs. M. Mazibuko Tel No: (011) 984 4120
- APPLICATIONS** : Applications must be submitted to this email: SubDistrictD.JobApplications@gauteng.gov.za. Reference number must be filled as subject of the email. If you have not being consulted in three months after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Applications must be submitted to: JhbHealth.District.JobApplications@gauteng.gov.za.
- NOTE** : People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting; and copies of ID, qualifications and other documents attached. shortlisted candidates will be requested to bring certified copies during interview. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference, vetting and medical process. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department
- CLOSING DATE** : 24 December 2021
- POST 43/131** : **OPERATIONAL MANAGER NURSING GRADE 1(GENERAL UNIT) REF NO: EHD2021/21/03**
Directorate: Clinical Forensic Medical Services
- SALARY** : R450 939.per annum (plus benefits)
- CENTRE** : Ekurhuleni Health District (Tsakane Care Centre)
- REQUIREMENTS** : Degree/ Diploma in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate experience in nursing after registration as Professional Nurse with SANC in general Nursing of which 3 years should be working in Clinical Forensic Medicine. Experience as a sister in charge and post basic nursing qualification in Nursing Management will be added benefit. Valid driver's license and ability to drive. Computer literate, report writing skills, good communication skills, ability to work under pressure, good supervisory skills and interpersonal skills are necessary. Basic understanding of relevant legislation that governs Clinical Forensic Medicine. Evidence of registration with professional regulatory body.
- DUTIES** : Coordination of optimal, holistic specialised nursing care provided for survivors of gender-based violence within set standards and professional/legal framework. Manage effectively the utilisation and supervision of resources including human and financial resources. Promote stakeholder's collaboration, Provision of Effective Support to Nursing Services, Coordinate, Support,

- monitor and evaluate program related activities including awareness campaigns and trainings. Relief duties of the Assistant Manager partake in overall specialized unit functions, i.e. meetings, team building and debriefing. Maintain professional growth/ethical standards and self-development and development of staff members. Generate weekly and monthly reports.
- ENQUIRIES** : Ms A, Mabunda Tel No: (011) 876-1794
- APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 21 December 2021
- POST 43/132** : **QUALITY ASSURANCE COORDINATOR PND2 (LECTURER) REF NO: REFS/012614 (1 POST)**
Directorate: Gauteng Colleges of Nursing (GCON)
- SALARY** : R478 404 - R624 216 per annum (plus benefits) PN-D2
- CENTRE** : Chris Hani Baragwanath Campus
- REQUIREMENTS** : Grade 12/Senior Certificate or equivalent qualification. Degree/Diploma in Nursing Education and Nursing Administration. Minimum of 14 years appropriate/recognizable nursing experience after registration as Professional Nurse, at least 10 years of the period must be appropriate experience as a Nurse Educator. A qualification and/or experience in Quality Assurance will be an added advantage. Registration with South African Nursing Council (SANC) as Professional Nurse and Midwife. A valid driver's license. Computer literacy (Word, PowerPoint, Excel).
- DUTIES** : Develop, coordinate, implement a Quality Assurance (QA) plan, monitor and evaluate its implementation. Organize and participate in quality assurance audits. Implement continuous QA Improvement programs focusing on academic standards and the National and Provincial Priorities. Implement complaints, compliments and suggestion procedures. Develop, coordinate and implement a plan to correct the gaps, or challenges identified during audits. Support the college mission to promote the image and standards of the institution. Evaluate and assist the college with institutional process to meet the criteria and maintain accreditation with the SANC and Council of Higher Education (CHE). Display a sound knowledge of legislation that impacts on the Nursing Education milieu.
- ENQUIRIES** : Ms. P.C. Sithole Tel No: (011) 983 3069
- APPLICATIONS** : Applications should be submitted only online at <http://professionaljobcentre.gpg.gov.za>.
- NOTE** : All applications must be submitted on a new Z83 (81/971431) and can be obtained from Department of Public Service and Administration (DPSA) website. Job application form with your C. V., copies of your I.D, current SANC receipt, valid driver's license and qualifications must be attached. Copy of service record in Nursing Education. Attached copies need not be certified when applying for a post. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting the application. Contactable referees quoted on the CV. State all your competencies including computer literacy in your C.V. Smart card must be copied both sides (Driver's license and ID). Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's

responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. CHBC reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department.

- CLOSING DATE** : 20 December 2021
- POST 43/133** : **ULTRASOUND RADIOGRAPHER GRADE 2 OR 3**
Directorate: Radiography
- SALARY** : Grade 2: R473 112 - R540 954 per annum (plus benefits)
Grade 3: R557 301 – R600 384per annum (plus benefits)
- CENTRE REQUIREMENT** : Rahima Moosa Mother and Child Hospital
Appropriate qualification that allows for the required registration with HPCSA in Ultrasound Radiography. Registration with HPCSA as an Ultrasound Radiographer. Proof of current registration with HPCSA. Knowledge of provisioning protocols, budgeting, expenditure, stocktaking, and stock keeping. Knowledge of maintenance procedures. Knowledge of strategic planning, problem solving. Decision-making skills. Knowledge of tender systems and procedures as well as types of ultrasound equipment. Reliable, efficiency, competency, and accountability in service provision. Adherence to Public Service Regulations and line function procedures. A working knowledge of departmental equipment and fault reporting. Adherence to principles of labour legislation. Knowledge of disciplinary and grievance procedures. Excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity, and high work ethic. Good interpersonal skills. Knowledge of public service legislation, policies, and procedures. Knowledge of current GDoH guidelines and policies governing the Health Sector and Radiography Profession. In addition to the above: **Grade 2** – A period of 14 years appropriate experience after registration with HPCSA as Diagnostic radiographer, of which 10 years must be after registration in Ultrasound Radiography. **Grade 3** -- A period of 24 years appropriate experience after registration with HPCSA as Diagnostic Radiographer, of which 20 years must be after registration in Ultrasound Radiography.
- DUTIES** : Supervision of staff. Perform Sonographic Procedures. Provide a high standard of Patient Care. Participate and facilitate in CPD as required by the HPCSA. Execute Quality Assurance and Student Training in the area of work. Adhere to Batho- and Bana Pele principles, national core standards, quality assurance and other public service policies and Acts. Manage conflict and implement corrective measures. Carry out duties delegated by the departmental management. Work in a multidisciplinary team. Attend departmental meetings. Responsible for PMDS of staff.
- ENQUIRIES APPLICATIONS** : Mrs FA Mahomed Tel. No: 011 470 9114
Applications should be hand delivered to Human Resource Management, Rahima Moosa Mother and Child Hospital, Admin Building, Cnr. Fuel and Oudtshoorn Street, Coronationville or be posted to Private Bag X20, Newclare 2112.
- NOTE** : Applications must be submitted on a duly completed new Z83 form (the old form is outdated and will not be considered). Please attach an updated CV. Copies of ID, Matric Certificate, HPCSA Registration and Qualifications must also be attached. Smart ID Cards must be photocopied on both sides. Such copies need not be certified when applying for the post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from HR Management. Such certification must not be more than six (6) months old. Failure to submit all requested documents will result in the application not being considered It is a legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Checks (PSC) – verification, upon appointment within the Department. This verification process entails reference checks, identity verification, qualifications verification, criminal record checks as well as a credit/financial stability check. Successful candidates will be subjected to OHS

medical surveillance as required by HBA regulations within the OHS Act 85 of 1993. Correspondence will be limited to shortlisted candidates only.
20 December 2021

CLOSING DATE

:

POST 43/134

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RADIATION ONCOLOGY RADIOGRAPHER REF NO: REFS/012600

Directorate: Radiation Oncology

SALARY

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Grade I: R401 640.per annum

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Grade II: R473 112.per annum

:

Grade III: R557 301.per annum

CENTRE

:

Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS

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Grade I Appropriate Qualifications that allows for the required registration with the HPCSA Radiation Oncology Radiography. Registration with the HPCSA in Radiation Oncology Radiography, 4 years' appropriate experience after registration with the HPCSA as a Diagnostic Radiographer. Grade II Appropriate Qualifications that allows for the required registration with the HPCSA in Radiation Oncology Radiography, 14 years' experience after registration with the HPCSA as a Diagnostic Radiographer, of which 10 years must be after registration in Radiation Oncology Radiography. Grade III. Appropriate Qualifications that allows for the required registration with the HPCSA in Radiation Oncology Radiograph. Registration with the HPCSA in Radiation Oncology Radiography. 24 years' appropriate experience after registration with the HPCSA as a Diagnostic Radiographer, of which 20 years must be after registration in Radiation Oncology Radiography. The following will be an added advantage: Basic / sound knowledge of radiotherapy treatment planning. Sound knowledge of treatment delivery principles and procedures, Knowledge of radiation equipment, protection and quality assurance programs, Ability to plan and organize resources, Ability to perform Radiotherapy planning including 3D, IMRT, VMAT and Brachytherapy, Good communication and patient care skills, Knowledge of radiation control and safety measures, Knowledge of Oncology procedures, equipment and protocol.

DUTIES

:

Responsible for localisation, planning and accurate delivery of radiation treatment to patients with neoplasms. Physical and emotional support of patients. Daily and weekly QA. Administration duties includes appointment and statistics. Assist students during clinical work develop Radiation Therapy skills. Discipline and conflict management of subordinates. Participate in research. Treatment of emergency patients after hours. Undertake all areas of basic and advanced radiation of the patients. Maintain patient care, quality and standard for the division. Accurately interpretation planning directives and deliver radiation to the patients. Maintain patient care, quality and standards for the division. Perform administrative duties related to the management of your allocated division. Provide holistic physical and psychological support for patients and their families. Ensure accurate record keeping of radiation treatment planning and delivery function within quality management system. Training of radiotherapy students allocated to work with you in your respective division.

ENQUIRIES

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Dr. Ol Ubogu Tel No: 011 488 3805

APPLICATIONS

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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.

- Coloured Males and females, Indian Females and White females are encouraged to apply.
- CLOSING DATE** : 20 December 2021
- POST 43/135** : **STUDENT COUNSELLOR PND1/PND2 (LECTURER) REF NO: REFS/012560 (1POST)**
Directorate: Gauteng Colleges of Nursing (GCON)
- SALARY** : R388 974 - R450 939 per annum (plus benefits) PN-D1, R478 404 - R624 216 per annum (plus benefits) PN-D2
- CENTRE** : Chris Hani Baragwanath Campus
- REQUIREMENTS** : Senior Certificate /Grade 12 or equivalent qualification. Basic qualification accredited with SANC in terms of Government notice R425 i.e. Diploma/degree in Nursing) or registered with the SANC as a Psychiatric nurse. Post basic qualification in Nursing Education registered with SANC. A minimum of 4 year's appropriate and recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. PND2 minimum of four (4) years appropriate/recognizable nursing experience after registration as a Professional Nurse and 10 years appropriate experience in Nursing Education. At least 2 years' experience in Psychiatric environment or Counselling Services. A valid driver's license. Sound communication. Computer literacy. Report writing and presentation skills.
- DUTIES** : The successful candidate will be responsible for amongst others, the following tasks: Plan and manage learner counselling and support programmes. Conduct classroom presentation of study and life skills to improve academic performance. Assessment and referral of individual learners with personal /social problems. Promotion of general welfare, personal and professional development of learners. Student's advocacy. Support and guidance of Student Representative Council. Marketing and Recruitment of prospective nursing students. Orientation of newly appointed students. Participate in research relevant to Nursing Education, Policy development, review and valuation of student support programmes. Engage in own continuous development (CPD) related to student support. The ability to work in a team and under pressure. Other delegated tasks.
- ENQUIRIES** : Ms. B.E Mothebe Tel No: (011) 983 3008
- APPLICATIONS** : Applications should be submitted only online at <http://professionaljobcentre.gpg.gov.za>.
- NOTE** : All applications must be submitted on a new Z83 (81/971431) and can be obtained from Department of Public Service and Administration (DPSA) website. Job application form with your C. V., copies of your I.D, current SANC receipt, valid driver's license and qualifications must be attached. Copy of service record in Nursing Education. Attached copies need not be certified when applying for a post. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting the application. Contactable referees quoted on the CV. State all your competencies including computer literacy in your C.V. Smart card must be copied both sides (Driver's license and ID). Employment history must reflect the complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. CHBC reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department.
- CLOSING DATE** : 20 December 2021
- POST 43/136** : **PROFESSIONAL NURSE GRADE 1- GRADE 2 (ADVANCED PSYCHIATRY NURSING SCIENCE) REF NO: EHD2021/12/05**
Directorate: Mental Health Services (NGCT)

<u>SALARY</u>	:	Grade 1: R388 974 - R450 939 per annum (plus benefits) Grade 2: R478 404 – R588 390. per annum (plus benefits)
<u>CENTRE REQUIREMENTS</u>	:	Ekurhuleni Health District Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 Diploma/Degree in nursing as a Professional Nurse or equivalent qualification that allows registration with SANC as a Professional Nurse. Post Basic Nursing Qualification with a duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Post- Basic Psychiatric Nursing Science). Grade 1: A minimum of 4 years appropriate /recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least one year post basic nursing qualification in Post -basic Psychiatric Nursing Science. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse. At least 10 years should be appropriate /recognisable experience after obtaining one year post basic nursing qualification in Post -basic Psychiatric Nursing Science. Registration certificate with SANC as a Professional Nurse and proof of current practicing certificate. Knowledge of mental health legislations and related legal and ethical practices, Gauteng Province Mental Health Strategy and Action Plan 2019- 2023, Norms and Standards for Licensing of Residential and/or Day Care Facilities for Persons with Mental Illness or Profound Intellectual Disability, Computer literacy and Driver's License is essential, PFMA and Public Service Act and Regulations. Good communication, interpersonal, financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytical thinking, independent decision making and problem-solving skills. Able to plan and organize own work
<u>DUTIES</u>	:	Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal framework. Effective utilization of human, material and financial resources. Participation in training and research. Support, monitor and evaluate NGOs' activities and programmes for compliance. Establish and maintain constructive working relationship with key stakeholders. Maintain professional growth/ethical standards and development of self and co-workers. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by standards, guidelines and protocols. Develop and submit reports and statistics as required. Participate in mental health promotion and prevention activities. Perform any other duties delegated by Supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr T. Moeketsi Tel No: (011) 876 - 1717 Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	21 December 2021
<u>POST 43/137</u>	:	<u>CLINICAL NURSE PRACTITIONER (MCWH- TERMINATION OF PREGNANCY) GRADE 1-GRADE2 (PHC) REF NO: EHD2021/12/06</u> Directorate: Primary Health Care
<u>SALARY</u>	:	Grade 1: R388 974 – R450 939.per annum (plus benefits) Grade 2: R478 404 – R588 390. per annum (plus benefits)
<u>CENTRE REQUIREMENTS</u>	:	Ekurhuleni Health District (Jabulane Dumane CHC) Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional

Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Clinical Nursing Science, Health Assessment, Treatment and Care). Certificate in Termination of Pregnancy. Driver's license and computer literacy is essential. **Grade 1:** A minimum of 4 years appropriate /recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least one year post basic nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse. At least 10 years should be appropriate /recognisable experience after obtaining one year post basic nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care.

DUTIES : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practices in accordance with the scope of practice and nursing standard as determined by the relevant health facility. Perform safe termination of pregnancies, the management of Incomplete abortions and other related reproductive health matters. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to endure good nursing care. Work effectively. co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Willing to work shifts including night duty. Offer comprehensive clinical care and support to clients with pregnancy planning and sexual reproductive health and rights (SRHR). Give health education on reproductive health services for all women on request.

ENQUIRIES : Mr Sandile.S Matsaba Tel No (010) 345 – 1091
APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 21 December 2021

POST 43/138 : **ASSISTANT DIRECTOR: COMMUNICATION REF NO: ASD2021/COMM (1 POST)**
 Directorate: Communication

SALARY : R382 245 – R450 255 per annum plus benefits
CENTRE : Thelle Mogoerane Regional Hospital
REQUIREMENTS : Three (3) year National Diploma or Degree in Marketing/ Public Relations/ Communication science/ Communication management or Journalism. At least three (3) years' experience as Communication Officer. Good understanding and knowledge of communication, sound interpersonal relations, project planning skills, ability to prepare reports. Good communication skills both verbal and written. Must be computer literate and have a valid driver's licence.

DUTIES : Formulation and implementation of information and communication strategies in order to promote mutual understanding between the hospital and community. Coordinate outreach and marketing activities on behalf of Thelle

Mogoerane Regional Hospital and Department of Health. Manage effectively and economically the hospital resources for public education, public relations, media services and stakeholder relations. Drive and coordinate generation of good news to cater for various media platforms and formats inclusive of corporate publications, media statements, electronics media, social media, visual and audio, live interviews. Planning and understanding internal liaison activities to keep staff informed of the developments in the institution. Provide communication support to the various department's events and activities. Ensure that hospital has adequate marketing materials and publications at all times. Publish quarterly internal newsletters, coordination of the annual open day events. Manage day to day information sharing and management of notice board displays. Preparation and distribution of press statements. Manage hospital social media accounts and the distribution of internal and external memos. Carry out photo coverage in all events, implement social media strategy in line with departmental corporate identity with cooperate identity manual. Secretary and liaison between hospital board.

- ENQUIRIES** : Mr P.B Ntuli Tel No: (011) 8917310
- APPLICATIONS** : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 guza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillanceas required in the HBA at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Note: Copies Need Not Be Certified When Applying For A Post. The Communication From 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. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference.
- CLOSING DATE** : 24 December 2021
- POST 43/139** : **ASSISTANT DIRECTOR MONITORING AND EVALUATION REF NO: ME2021/ICT**
Directorate: Information Communication and Technology
- SALARY** : R382 245 – R450 255 per annum (plus benefits)
- CENTRE** : Thelle Mogoerane Regional Hospital
- REQUIREMENTS** : An appropriate recognized three-year National Diploma / Degree with a minimum of 2-5 years' experience in monitoring and evaluation Department, or grade 12 with a minimum of 10 years' experience at a supervisory level in monitoring and evaluation management Department. Ability to work under pressure in a changing environment, Understanding objectives of Quality Assurance, Driver's license. Knowledge in Tler.Net will be added as advantage, must be computer Literate (MS Word, Excel, MS PowerPoint). Must have extensive experience in web based DHIS (DHIS 2), Health service and health information, monitoring and evaluation. Extensive knowledge and implementation of the DHIMS policy and facility SOP. Maintain electronic records of all data collected.
- DUTIES** : Ensure the gathering and collection of quality data for compilation of M & E reports. Work with departments and units to correct Discrepancies emanating from errors found and audits conducted. Regular follow- up on non-submission of M & E reports and information data. Communicate with the staff in the directorate assigned to you and ensure the delivery of the Hospital strategy

and operational plan. Provide monthly M & E reports including ad-hoc reporting. Data analysis, Data aggregation, Data clean up, Data reporting, Co-ordinate and chairing of information committee (Data interrogation and clean up), Co-ordination of District Health Expenditure Report, District Health Plan, District Quarterly Review, Client Satisfaction Survey and compliance to the Ideal Hospital Framework. Availability of data and security of electronic information. Interpretation of data for health programmes & planning. Monthly data submission to Regional and Provincial Office. Sustaining Monthly Performance Hospital Reviews. Compliance of the Ideal Hospital Framework. Compilation and review of the facility operational plan capturing. Presents hospital information as feedback to management and sectional heads, Develop, Manage and implement information flow plan. Effective management of the information Office. Supervision of Data Capturing understand data cost construction towards budget and its impact. Working with Ward Clerks / Operational Managers in ensuring proper reports of data WITH TPH 21 and TPH 57.

- ENQUIRIES** : Dr. B.J. Kandamo. Tel No: 011 891 7304
- APPLICATIONS** : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillanceas required in the HBA at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Note: Copies Need Not Be Certified When Applying For A Post. The Communication From 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. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference.
- CLOSING DATE** : 24 December 2021
- POST 43/140** : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: EHD2021/12/15**
Directorate: Human Resource Management
- SALARY** : R382 245. per annum (plus benefits)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : National Diploma/Degree in Human Resource/ Public Administration/ relevant degree/Diploma at NQF level (6/7) 5 years supervisory experience in HRD. Qualification as a Skills Development Facilitator; Assessor and Moderator is compulsory. Computer Literacy and Valid Driver's License. Skills: problem solving organizing, strategic planning computer utilization, change/diversity management, team building, conflict resolution, presentation, and facilitation. Communication verbal and written.
- DUTIES** : Monitor the co-ordination of training and development interventions, co-ordinate the identification of training and developmental needs, co-ordinate and oversee the development of and monitor the implementation of workplace skills plan for the district, ensure co-ordination of training and development programmes (including learner ships), manage co-ordination of District EEC & Training Committee , Be part of Provincial EEC co-ordinate and Implement Onboarding programme and Inservice trainings on HR policies for all personnel in the district. Ensure compliance to PRAAD policy. Coordinate PMDS for the district. Perform any other delegated duties.

- ENQUIRIES APPLICATIONS** : Ms B.M Zwane Tel No (011) 876 - 1766
 : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 21 December 2021
- POST 43/141** : **ADMINISTRATION OFFICER (CLEANING SERVICES) REF NO: REFS/012601**
 Directorate: Logistic Department
- SALARY CENTRE REQUIREMENTS** : R261 372. per annum (plus benefits)
 : Charlotte Maxeke Johannesburg Academic Hospital
 : Grade 10 or equivalent with more than 10 year's relevant experience or Grade 12 or equivalent with 3 to 5 years' relevant experience or a relevant 3-year National Diploma or Degree in Public Administration / Public Management from a SAQA recognized tertiary institution with a maximum of 2 years' relevant experience. Knowledge: Sound knowledge of Cleaning procedure and equipment / machinery. Office Administration Management with emphasis. In-depth knowledge of Legislative Prescripts such as of Batho Pele Principles, Six Ministerial priorities, OHS and PFMA. Customer relations Computer Literacy – Ms. Office (Word, Excel, Outlook & PowerPoint), a range of work procedures such as Finance, HR matters, Safety, Labour matters. Administration procedures relating to specific working environment including norms and standards. Reporting procedures, procurement directives and procedures. Skills: Customer relations skills, Planning and organising, Sound analytical thinking, good interpersonal relation, problem solving numeracy and decision-making. Maintaining discipline, conflict resolution. Good verbal communication and report writing skills. The following will be an added advantage: 3 years' experience as a supervisor in cleaning services environment, be able to work shifts, be a team player, be able to work independently and under pressure, Hospital environment experience and Valid Driver's License.
- DUTIES** : Supervise Cleaning department and other allocated Logistics units. Prepare weekly cleaning schedules. Prepare monthly cleaning projects for targeted areas. Implement and monitor cleaning projects, compile weekly report on status of ablution facilities. Ensure compliance to OHS and Infection Control procedure by Ensure that staff wear PPE/ uniform at all times. Monitoring cleaning stock levels and key controls. Keep updated inventory on equipment and cleaning chemicals. Follow the condemning procedure when equipment is beyond repair. Monitoring Team Performance and Development of staff. Identify and Solve Problems Affecting Service delivery. Compiling leave plan, record keeping, and update leave register. Hold meetings with staff; liaise with internal and external stakeholders. Implement Disciplinary Code and procedure; Management of leave; Compile RLS01 and RLS02. Implemented PMDS for staff. Effective Communication and Writing of Reports. Be willing to work shifts; take any lawful instruction from the Supervisor.
- ENQUIRIES APPLICATIONS** : Mr. E. Sithole Tel No: 011 488 4116
 : Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za Only online application will be considered. Please Use The Reference As The Subject.
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender, and disability. Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on 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** : 20 December 2021
- POST 43/142** : **HEALTH INFORMATION OFFICER REF NO: HIO2021/ICT**
Directorate: Information Communication and Technology
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 7) (plus benefits)
: Thelle Mogoerane Regional Hospital
: Degree/ National Diploma in Health Information /Public health or equivalent qualification/ Grade 12 with Mathematics. At least two years' experience in a health institution and knowledge of using Health Information System (Medicom, PAAB etc.). A valid driver's license will be and added advantage. Good communication skills, computer literacy (M.s Word, Excel, PowerPoint and Access), report writing, analytic and numerical experience. Knowledge and experience in the district Health Information System (DHIS), and knowledge of health information policies.
- DUTIES** : Data collection, capturing, analysis and reporting. Data management, quality monitoring. Analyse and interpret data trends. Perform administrative duties related to information management. Liaise and assist stakeholders with data management. Compile monthly and quarterly PIDS/NIDS reports for the management and as required by other department of health stake holders such as District / regional officials, Provincial Authorities (GDH) etc. Perform quality control to ensure data integrity. Participate in health information meetings, coordinating activities and audit preparation. Making sure that the quality of data collected is not compromised and statistics is submitted within time frames. Extract data from Medicom and other available for capturing, scheduling members in general. Co-ordinating training of data collectors on statistics issues. Maintain electronic records of all data collected. Administrative roles and filing of proper documents. Manage KPA of team members.
- ENQUIRIES APPLICATIONS** : Mrs. F. Zitha Middle Manager: ICT. Tel: 011 891 7317.
: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillanceas required in the HBA at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Note: Copies Need Not Be Certified When Applying For A Post. The Communication From 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. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle

Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference.

- CLOSING DATE** : 24 December 2021
- POST 43/143** : **SOCIAL WORKER GRADE 1 NGO GOVERNANCE COMPLIANCE TEAM)**
REF NO: EHD2021/12/07 (1 POST)
Directorate: Mental Health Services (NGCT)
Re-Advertisement
- SALARY** : R261 456 per annum (plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Bachelor's Degree in Social Work. Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. Registration with the SACSSP (proof of first and current annual registration to be attached). The applicant to have less than 10 years relevant experience as a Social Worker. Applicant must be in possession of a valid South African driver's license. Knowledge of Mental Health legislation and related legal and ethical practices, PFMA and Public Service Act and Regulations. Good communication, interpersonal, Computer literacy, financial and human resource management skills. Experience in community mental health social services and/or health care social work would be an added advantage. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills.
- DUTIES** : Provision of Social Work services regarding care, support, protection and development of vulnerable individuals, groups, families and communities through relevant Programs. To render designated outreach service as well as participate in Crisis intervention within the District. Conduct assessment audits and support to all licensed NGOs and Substance abuse Centres. Participate in yearly Adjudication for non-compliant NGOs. To perform administrative functions required of the job. Ensure regular Mental Health training in the facilities within the District. Participate in admissions, transfers and placements of users to relevant institutions for rehabilitation, treatment and care.
- ENQUIRIES** : Ms T. Ndlovu Tel (011) 876-1717/083 488 0735
APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : This post is a re-advertisement, applicants who applied previously are encouraged to re-apply. No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 21 December 2021
- POST 43/144** : **ADMINISTRATIVE OFFICER REF NO: EHD2021/12/08 (1 POST)**
Directorate: Primary Health Care
- SALARY** : R261 372 per annum (plus benefits)
CENTRE : Ekurhuleni Health District (Nokuthela Ngwenya CHC)
REQUIREMENTS : Grade 12 Certificate or equivalent qualification with minimum of 5 years' experience in patients' administration or National diploma/degree in administration with 3 years' experience in patients' administration. Must have knowledge in records management, have good communication skills and computer skills certificate will be an added advantage. Driver's license is essential.
- DUTIES** : Perform administrative duties, relating to client's records. Planning and organizing operations of the junior administration clerks and data capturers.

Management of waiting time. Compliance to ideal clinic and national core standard. Provide secretarial services in the facility. Implement and monitor booking system, retrieval of files, file flow and HPRS system. Order and monitor stock ensuring availability of stationery and other consumables in the facility. Write memos, letters and any other documents as requested by the Supervisor. Manage and support patients and staff services in the facility. Perform all other duties as delegated by the Supervisor/Manager.

ENQUIRIES : Ms. NC Skosana Tel No: (082) 476 5214
APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 21 December 2021

POST 43/145 : **PROFESSIONAL NURSE GRADE 1 REF NO: EHD2021/12/09**
(2 Months Contract)
Directorate: Primary Health Care (School Health)

SALARY : R260 760. per annum
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the SANC as Professional Nurse and proof of current registration. **Grade 1**: less than 10 years relevant experience as a Professional Nurse after registration with SANC. Driver's license is essential. Current proof of registration with SANC.

DUTIES : Provision of health education to learners and parents about the importance of immunizations. Conducting health screening of learners according to the Integrated School Health Policy (ISHP). Provision of School Based Immunization (HPV, Tetanus Toxoid) and deworming of learners. Recording and capturing of all the immunized grade 5 girls and other learners.

ENQUIRIES : Ms K.R Monyanyedi. Tel No: (011) 876 1810
APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 21 December 2021

POST 43/146 : **ADMINISTRATION CLERK REF NO: REFS/012602**
Directorate: Information Management Unit

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; Administration. Data capturing, Administration procedures relating to specific working environment including norms and standards. Reporting procedures. How to do basic research/ gather information. Knowledge of DHMIS Policy, Batho Pele and Six Ministerial priorities. Skills: Mathematical skills, Organising. Ability to perform routine task. Ability to operate computer (Microsoft Package. Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. The following will be an added advantage: A minimum of 1-year experience in Information Management. experience in the use of MEDICOM or PAAB system.

DUTIES : The incumbent will be responsible for accurate capturing of daily, weekly and monthly data. Follow up on data reconciliation process and provide feedback for corrections. Perform other administrative duties. Ensure proper filling system. Run system reports. Attend to data request as per departmental information to stakeholders and be able to attend data meetings.

ENQUIRIES : Ms. J. Mokgaotsi Tel No 011 488 4527

APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address 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 (obtainable from any Public Service Department or on 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 : 20 December 2021

POST 43/147 : **STAFF NURSE GRADE 1 REF NO: EHD2021/12/10**
Directorate: Primary Health Care

SALARY : Grade 1: R173 952. per annum (plus benefits)

CENTRE : Ekurhuleni Health District (SSDR)

REQUIREMENTS : Grade 12 Certificate. Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as Staff Nurse (Enrolled Nurse). Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients' Rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC. Driver's License will be an added advantage.

DUTIES : Measure, interpret and record vital signs. Give Health education to clients. Assist professional nurses with procedures. Prepare of patients for diagnostic and surgical procedures. Sustain Nutritional status of patients. Be able to engage with the community and other stake holders. Provide elementary nursing services under the supervision of professional nurse within the scope of practice as defined by the South African Nursing Council and the Charter of Nursing Practice. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES : Ms N.E Ndou Tel No: (011) 878 – 8540

- APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 21 December 2021
- POST 43/148** : **STAFF NURSE GRADE 1 REF NO: EHD2021/12/11**
Directorate: Primary Health Care
- SALARY** : Grade 1: R173 952.per annum (plus benefits)
- CENTRE** : Ekurhuleni Health District (NSDR)
- REQUIREMENTS** : Grade 12 Certificate. Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as Staff Nurse (Enrolled Nurse). Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients’ Rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC. Driver’s License will be an added advantage.
- DUTIES** : Measure, interpret and record vital signs. Give Health education to clients. Assist professional nurses with procedures. Prepare of patients for diagnostic and surgical procedures. Sustain Nutritional status of patients. Be able to engage with the community and other stake holders. Provide elementary nursing services under the supervision of professional nurse within the scope of practice as defined by the South African Nursing Council and the Charter of Nursing Practice. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager.
- ENQUIRIES** : Ms G.S Mateza Tel No: (011) 565 – 5160
- APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 21 December 2021
- POST 43/149** : **STAFF NURSE GRADE 1 REF NO: EHD2021/12/12**
Directorate: Primary Health Care
- SALARY** : Grade 1 R173 952. per annum (plus benefits)
- CENTRE** : Ekurhuleni Health District (ESDR)

- REQUIREMENTS** : Grade 12 Certificate. Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as Staff Nurse (Enrolled Nurse). Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients' Rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC. Driver's License will be an added advantage.
- DUTIES** : Measure, interpret and record vital signs. Give Health education to clients. Assist professional nurses with procedures. Prepare of patients for diagnostic and surgical procedures. Sustain Nutritional status of patients. Be able to engage with the community and other stake holders. Provide elementary nursing services under the supervision of professional nurse within the scope of practice as defined by the South African Nursing Council and the Charter of Nursing Practice. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager.
- ENQUIRIES APPLICATIONS** : Ms J.F Joubert Tel No: (011) 737-9746
Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 21 December 2021
- POST 43/150** : **DENTAL ASSISTANT GRADE 1 REF NO: EHD2021/12/13**
(Re-Advertisement)
Directorate: Oral Health
- SALARY CENTRE REQUIREMENTS** : R170 955. per annum (plus benefit)
Ekurhuleni Health District
Grade 12 or equivalent qualification, Dental Assistant certificate from recognized institutions, registration with HPCSA, proof of current registration with the HPCSA, copy of an ID document. A driver's license will be an added advantage.
- DUTIES** : The incumbent should have knowledge of dental assisting including infection and prevention control, chair side assisting (four-handed dentistry), maintaining of equipment, stock control, knowledge of materials and instruments and conducting inventory. The person will work in the dental surgery in clinics, mobiles, correctional services, institutions and perform administrative duties including compiling statistics, registering patients, answering of the telephone, filing of patient cards, ordering of materials, giving appointments to patients. The person will also be doing relief duties in other clinics, prisons, mobile and institutions. He or she will be assisting the oral hygienist at schools as well as in the clinics. The person will also be rotating within the sub-districts.
- ENQUIRIES APPLICATIONS** : Mr L.B Mudau, Tel No. (011) 876-1759
Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : This post is a re-advertisement, applicants who applied previously are encouraged to re-apply. No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the

internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

- CLOSING DATE** : 21 December 2021
- POST 43/151** : **MEDICAL SPECIALIST REF NO: REFS/012595**
Directorate: Anaesthesia
- SALARY** : Grade I: R532.00 (per hour)
: Grade II: R608.00 (per hour)
: Grade III: R706.00 (per hour)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : **Grade I** Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Anaesthesia. Registration with the HPCSA as Medical Specialist in Anaesthesia. No experience required after registration with the HPCSA as Medical Specialist in Anaesthesia. Must be willing to do sessions at CMJAH cluster hospitals. **Grade II** Appropriate qualification that allows for registration with the HPCSA as Medical Specialist in Anaesthesia. Registration with the HPCSA as Medical Specialist in Anaesthesia and proof of current registration. A minimum of 5 years' appropriate experience as Medical Specialist in after registration with the HPCSA as Medical Specialist in Anaesthesia. **Grade III** Appropriate qualification that allows for registration with the HPCSA as Medical Specialist in Anaesthesia. Registration with the HPCSA as Medical Specialist in Anaesthesia and proof of current registration. A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Anaesthesia. Candidates will be required not to do 80hours per month.
- DUTIES** : Provide comprehensive anaesthesia care to surgeons from all surgical disciplines at Charlotte Maxeke Johannesburg Academic Hospital and all of its cluster hospital during core hours.
- ENQUIRIES** : Prof. E. Oosthuizen Tel No: 011 481 4327
- 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. Coloured Males and females, Indian Females and White females are encouraged to apply.
- CLOSING DATE** : 20 December 2021
- POST 43/152** : **COUNCILLOR GRADE 1 – GRADE 3 (SESSION) REF NO: EHD2021/12/15**
Directorate: Mental Health Services (NGCT)
- SALARY** : Grade 1: R279.00 per hour
: Grade 2: R319.00 per hour
: Grade 3: R361.00 per hour

- CENTRE REQUIREMENTS** : Ekurhuleni Health District
 : Bachelor's Degree with psychology as a major; Registration with professional body such Council for counsellors SA (CCSA); Association for Supportive Counsellors and Holistic Practitioners (ASCHP) or Health Professions Council of SA (HPCSA) as Registered Counsellor; minimum of 12 months relevant experience; Valid driver's license is essential. **Grade 1:** Less than 8 years relevant experience required after registration with the Council for counselors SA (CCSA); Association for Supportive Counselors and Holistic Practitioners (ASCHP) or Health Professions Council Of SA (HPCSA) Councillor. **Grade 2:** At least 8 years, but less than 16 years, relevant experience after registration with the Council for counselors SA (CCSA); Association for Supportive Counselors and Holistic Practitioners (ASCHP) or Health Professions Council of SA (HPCSA) HPCSA as a Councillor. **Grade 3:** 16 years and more relevant experience after registration with the Council for counselors SA (CCSA); Association for Supportive Counselors and Holistic Practitioners (ASCHP) or Health Professions Council of SA (HPCSA) as a Councillor.
- DUTIES** : Provide general psychological services within the clinics including and not limited to: screening patients for mental health challenges and developing referral pathways; debriefing or trauma- counselling to patients visiting the health facilities; provide psycho-education and supportive counselling; establish and conduct support groups sessions, assist psychology team with awareness campaigns; participate actively in training and development initiatives; work closely with the Clinical psychologist; provide outreach services and promote the prevention of mental health disorders.
- ENQUIRIES APPLICATIONS** : Dr B.J.K Motshwane Tel No: (011) 876-1717
 : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, 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. People with disability are encouraged to apply. Employment equity profile will be taken into consideration
- CLOSING DATE** : 21 December 2021

GAUTENG PROVINCIAL TREASURY

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



- APPLICATIONS** : Applications must be submitted on a duly New signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107. To access the SMS pre-entry certificate course and for further details, please click on the Following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za
- CLOSING DATE** : 20 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. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the

reference is known to the candidate. The copies of qualifications, ID, drivers' licence and relevant certificates need not be certified when applying for the post. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021, should an application be received using the incorrect application for employment (Z83) form, it will not be considered. You need to fill in all sections of this form completely, accurately and legibly.

MANAGEMENT ECHELON

- POST 43/153** : **DIRECTOR: RISK AND COMPLIANCE AUDIT REF NO: 2021/12/5**
Directorate: Gauteng Audit Services
- SALARY** : R1 057 326 per annum (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Johannesburg
: An undergraduate qualification (NQF level 7) as recognised by SAQA in Internal Audit/ Auditing/ Accounting. A professional qualification CIA/CA would be an added advantage. 7 years' experience in Internal Audit with 5 years of experience at middle/senior managerial level in Internal Audit.
- DUTIES** : Preparation of a strategic "business plan" for the Sub-unit taking technical, human resource, administrative and financial aspects into consideration. Compile an audit coverage plan and three-year rolling plan for each department in the cluster, agree the plans with the Accounting Officer of the department and obtain Audit Committee approval of the audit plans. Liaising with and reporting to the Audit Committees. Management of long-term strategic risk-based audit plan based on cluster specific audit strategies. The strategic plan should be based on a formalised plan to address the risk identified by risk assessments of the department in the cluster. Quarterly review of long-term plans achievements, amendments, etc. will be done. Detailed knowledge of the Public Finance Management Act (PFMA) and other relevant legislation. Knowledge of international developments and standards in these areas.
- ENQUIRIES** : Ms B. Mtshizana Tel No: 011 227-9000
- POST 43/154** : **DIRECTOR: QUALITY ASSURANCE REF NO: GPT/2021/12/6**
Directorate: Gauteng Audit Services
- SALARY** : R1 057 326. per annum (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Johannesburg
: An undergraduate qualification (NQF level 7) as recognised by SAQA in Auditing/ Accounting and Certified Internal Auditor (CIA). 7 years of Internal Quality Assurance within the internal audit environment and related experience with five years management experience. Knowledge of PFMA, and other relevant legislation. Knowledge of developments and standards within the Internal Audit field. Knowledge of GAAP/ GRAP and IAS.
- DUTIES** : To manage the Internal Audit quality assurance and related services. Plan and implement an internal quality assurance programme. Compile and negotiate

Service Level Agreements (SLA's) with departments. Compile and update the internal audit standards, operations and administrative manuals. Liaison with Manager and audit staff. Monthly reporting concerning expenditure. Preparing and monitoring cluster budgets. Ensuring that staff receive adequate training and that technical expertise are maintained. Appraisal of cluster staff in line with the current approved staff appraisal system. Co-ordinate the compilation a strategic plan for internal audit over a five-year period and updating the plan on an annual basis. Issue monthly progress to clients. Be responsible for the Human Resource Management and financial resources of the cluster as delegated to the Client Manager (leave, bursaries, recruitment, etc). Identify recruitment requirements for the cluster as per the approved staff structure and participate in the interview and selection of new staff. Responsible for quality assurance of all audit work performed in the cluster. Manage the internal audit content on the departmental intranet. Manage and monitor the internal audit infrastructure. Perform the research and development function within audit field.

ENQUIRIES : Ms. B Mtshizana Tel No: 011 227 9000

POST 43/155 : **DIRECTOR: DATA MANAGEMENT REF NO: GPT/2021/12/7**
Directorate: Sustainable Fiscal Resource Management

SALARY : R1 057 326. per annum (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE : Johannesburg

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Finance / Economics. A postgraduate qualification will be an added advantage. 5 years' experience at Middle/Senior Management level. 5 - 10 years' experience in data management. Sound and in-depth knowledge of relevant prescripts, application and understanding of legislative framework governing the public service. Strategic leadership, problem solving and decision making, analytical skills, research skills, programme and project management, business acumen, good interpersonal skills and communication skills. Planning, organising and co-ordination, report writing skills. People management skills, facilitation skills and database management. Proven ability to work and deliver in a highly pressured environment.

DUTIES : Collect, evaluate and consolidate financial and non-financial data; Provide support and training to provincial departments to use template and formats; Develop and manage common network drive; Develop and maintain data models (IYM), Personnel and revenue models; Assist in the compilation of monthly in year Monitoring reports, and MTEF database including the updating and preparation of tools for the budget process; Effective management of the data management unit.

ENQUIRIES : Ms. B Mtshizana Tel No: 011 227 9000

OTHER POSTS

POST 43/156 : **DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: GPT/2021/12/8 (3 POSTS)**
Directorate: Gauteng Audit Services

SALARY : R744 255. per annum (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE : Johannesburg

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA in Auditing/ Accounting. CIA will be an added advantage. 3 – 5 years' experience at supervisory level in Internal Quality Assurance in the internal audit environment. Knowledge of PFMA and generic legislation, GRAP statements Corporate Governance, Risk Management IIA standards, best practise internal controls.

DUTIES : To assist the Quality Assurance Director in quality assurance management and reviews, software administration and methodology maintenance. Planning of the quality assurance and software projects in the cluster. Preparation of budgets and resource plane to meet the requirements, planned and ad hoc reviews. Develop, implement, integrate and maintain methodologies. Implementation of the relevant sections of the operational plan for the cluster. Prepare and maintain adequate working papers and of good standard. Interviews/meetings with the client as and when required. Compliance with

GAS administrative requirements. Review of time records to monitor time spent against work done. Control of the day-to day running of the projects. Provision of input to the Quality Director for the overall management of the cluster. Preparation of weekly progress reports for submission to senior management. Interviews for recruitments of staff for the cluster. Chair and administer monthly technical committee meetings. Initiate and ensure action pertaining to TC meeting is performed. Perform regular quality assurance reviews for each GAS supervisor and sub-unit. Report on findings and recommendation per quality assurance reviews. Develop and implement methodologies for quality control and review of the project. Quality control review of all updates and changes to audit software, programmes and methodology. Effect changes to all software templates and methodologies. Overall responsibility for audit software and methodology. Work with the training manager to develop and implement a training programme for audit software and methodologies. Participate in the GAS induction programme or other training sessions as required. Maintain adequate and up to date database of all training aspects, methodologies and software. Collate all GAS methodologies and ensure all aspects of software utilised.

ENQUIRIES : Ms. Baleseng Sedibe Tel No: 011 227 9000

POST 43/157 : **ASSISTANT DIRECTOR: FISCAL POLICY ANALYSIS REF NO: GPT/2021/12/9**
Directorate: Sustainable Fiscal Resource Management

SALARY : R382 245.per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Finance/ Economics. 3 - 5 years' experience at a functional level in Finance/ Economics. Knowledge of MS Word, Excel, PowerPoint, Research analysis. Skills in writing, problem solving and a team player.

DUTIES : To manage the optimization and expansion of provincial revenue estimates. Provide support with monitoring/ implement of revenue enhancement strategy; Provide input into the transparent and effective revenue management process; Provide inputs into the development of debt management policy and other policies relating to revenue and revenue management; Conduct and support determination of own revenue estimates, in year revenue adjustments for the MTEF; Assist departments to explore on all potential revenue sources.

ENQUIRIES : Ms. Baleseng Sedibe Tel No: 011 227 9000

POST 43/158 : **BUSINESS INTELLIGENCE DEVELOPER: SYSTEM SUPPORT: REF NO: GPT/2021/12/10**
Directorate: Financial Governance

SALARY : R382 245per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Computer Sciences or Information Technology of Informatics or Financial Information Systems or Finance or Statistics, Mathematics related qualification. 3-5 years' experience in database design, data modelling and the normalization of data structures in SQL (Structured Query Language) and writing custom queries, views and triggers and building tools for online analytical processing (OLAP cubes). Knowledge of Server Integration Services (SSIS), Data Validation, Visual Basics & NET. Ability to work independently as well as across teams

DUTIES : Oversee and manage the reporting of compliance measures and whether applicable laws/ regulations are followed throughout the system development life cycle Oversee and monitor of data actions audit findings and the management of responses. Oversee and monitor the management of internal controls in line with the existing applications. Ensure that the server processes and services continue to run and operate in the most efficient manner. Develop statistical analysis, forecasting, predictive modelling, prescriptive analytics simulation and optimization to discover trends, opportunities and threats. Facilitate optimized and predictive decision-making throughout the value chain. Building, maintaining and optimizing decisioning systems using advances statistical and predictive modelling techniques. Maintain and support data analytics platforms. Manage production environment through building, maintaining and monitoring load processing according to operational level

agreements/ Data Engineering (extractions, transformations, loading patterns. Descriptive analytics (ability to extract insights and trends from data based on requirements). Prepare action plans of continuous data clean-up and integrity project. Continuous improvement of applications to ensure stability, quality reporting and performance optimization. Build and manage the infrastructure (e.g. frameworks, algorithms, models tools and systems). Support existing integration and reporting solutions in the production environment by analyzing problems reported by users and track down their cause through debugging techniques and discussions with other team members. Developing test cases for data monitoring. Manipulating of data using Python. Training of users on new existing BI platforms. Build, leads or participates in the development and implementation of statistical models and sampling plans for application in validation. Designing, developing, testing and maintaining data architectures. Preparing data for descriptive, predictive and prescriptive modelling. Automating repetitive and manual processes related with the data usage.

ENQUIRIES : Mr. Sihle Hlomuka Tel No: (011) 227-9000

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS : must be delivered: to Life Centre Building, 45 Commissioner Street, Marshalltown, Johannesburg, 2107 or posted to P.O Box X83, Marshalltown, 2107 or submitted electronically through <https://professionaljobcentre.gpg.gov.za/>. Applications received after the closing date will be disqualified. Errors and omissions will be rectified. The Department reserves the right not to fill the position.

CLOSING DATE : 20 December 2021

NOTE : All shortlisted candidates will be subject to pre-employment screening (vetting). Preference will be given to women and Persons with disabilities. Applicants must complete, initial and sign Z83 form. All applicants must submit copies of qualifications, Identity Document, and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the Human Resources division regarding the requirements for certified documents will be limited to the shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the date of the interview.

OTHER POSTS

POST 43/159 : **DEPUTY DIRECTOR (REGIONAL MANAGER) REF NO: REFS/012559 (04 POSTS)**
Branch: Roads Maintenance and Fleet Service

SALARY CENTRES : R744 255. per annum (Level 11) (all-inclusive remuneration package)
Sedibeng (1 Post)
West Rand (1 Post)
Motsweding (1 Post)
Tshwane (1 Post)

REQUIREMENTS : National Diploma in Civil Engineering or equivalent NQF Level 6 qualification. 5 years' relevant experience in Road Construction and Maintenance field of which at least 3 years must have been at the level of Assistant Director or equivalent. A working knowledge and understanding of the government regulatory frameworks and policies governing public transport and roads. A working knowledge and experience in the engineering related technical field will be an added advantage. Managerial and people management skills. Teams Management. Extensive human relations skills. Computer literate. A valid code 08 driver's license.

DUTIES : Manage personnel, budget and projects. Manage and plan maintenance projects and activities within the Region. Oversee contractors for outsourced road maintenance work. Manage and monitor all roads projects in the region and manage contractors and spending. Assign roads works daily schedule and produce weekly and monthly reports. Manage Regional Office Support services. Manage the goals and objectives and resources of the Region. Conducting and submit timely performance evaluations. Ensure that works is planned for maintenance in the regions. Ensure that illegal work with road reserves is monitored, reported, and stopped.

ENQUIRIES : Ms. L.J. Dhlamini Tel No: (011) 355-7125

POST 43/160 : **DEPUTY DIRECTOR: FINANCIAL SUPPORT REF NO: REFS/ 012552 (01 POST)**
Branch: Financial Accounting

SALARY : R744 255. per annum (Level 11) (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : National Diploma in Commerce/ Accounting, Financial Management or equivalent NQF level 6 qualification. 5 years' relevant experience in financial accounting field of which at least 3 years must have been at the level of Assistant Director or equivalent. Thorough knowledge of accounting principles and standards in the public sector is essential and extensive knowledge of the Public Finance Management Act, Treasury Regulations, SAP and BAS. Finance related experience, computer literate, report writing, understanding of expectations of various stakeholders. Proven leadership skills, sound interpersonal skills, ability to work under pressure, willingness to work long hours as and when required, good communication skills both verbal and written and analytical skills. The incumbent must have a Code 08 driver's license.

DUTIES : Ensure the section runs efficiently at all times. Sound management and control of the Financial Support sub-directorate. Ensure suspense accounts are monitored and cleared on a monthly basis. Deal with month and year-end financial processes. Perform monthly revenue reconciliations per line item. Perform analytical reviews on both expenditure and revenue accounts. Ensure adherence to petty cash policy and proper administration of petty cash across the Department. Ensure interdepartmental receivables and payables are confirmed timeously. Compilation of accurate and complete monthly, quarterly and annual financial statements (IFSs and AFSs), and ensure the financial reports are submitted on or before the stipulated deadlines in accordance with National Treasury guidelines and PFMA. Assist in the administration of the debt account of the Department and responding to internal and external audit queries.

ENQUIRIES : Mr. T. Mokete, Tel No: (011) 355-7473

POST 43/161 : **DEPUTY DIRECTOR: FINANCIAL CONTROL REF NO: REFS/012553(01 POST)**
Branch: Financial Accounting

SALARY : R744 255.per annum (Level 11)(all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : National Diploma in Financial/ Management Accounting or equivalent NQF level 6 qualification. 5 years' relevant experience in Financial or Management Accounting of which at least 3 years must have been at the level of Assistant Director or equivalent. Proven management experience. In-depth knowledge of the Public Finance Management Act, Treasury Regulations, Procurement reforms, SAP and BAS. Computer literacy, proficiency in writing and excel. Good planning and organizational skills. Good communication skills (written and verbal), understanding of expectations of various stakeholders. Sound interpersonal and analytical skills, ability to work under pressure, and willingness to work long hours as and when required. The incumbent must have a Code 08 driver's license.

DUTIES : Assist in providing strategic support to the Director Financial Accounting to ensure delivery and implementation of planned work, and proactively foster a high-performance culture. Put measures in place to ensure valid claims or invoices are paid timeously. Implement mechanism to effectively manage and minimize accruals. Timeous processing of travel and subsistence advances and clearance of relevant suspense accounts. Put measures in place to prevent and detect fruitless and wasteful expenditure. Assist in the development of policies, strategies, guidelines and tools to ensure effective monitoring. Preparation and consolidation of monthly finance reports, additionally, ensure monthly reports are submitted on predetermined dates. Reconcile payment stubs, payment runs and bank account as part of sound cash management. Prepare monthly cash flow projections and daily management of the PMG Account. Ensure fund requisitions are prepared timeously on weekly basis. Act as a mentor and supervisor to junior staff. Ensure performance agreements and evaluations are finalized timeously within the Finance Control sub-unit. Ensure adherence to policies, regulations and instruction notes. Respond to internal and external audit queries as well as all

		enquiries from various committees, and engage with key stakeholders to ensure we bridge the expectation gap Mr. T. Mokete, Tel No: (011) 355-7473
<u>ENQUIRIES</u>	:	
<u>POST 43/162</u>	:	<u>SPECIALIST: HIV, AIDS, STI& TB (HAST) REF NO: REFS/012566 (01 POST)</u> Branch: Organisational Development and Human Resources Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255. per annum (Level 11) (all-inclusive remuneration package) Johannesburg National Diploma in Social Sciences or equivalent NQF Level 6 qualification. Registration with relevant professional Council/RPL Certificate in relation to the post. 5 year's relevant experience in Employee Health and Wellness/EAP field of which at least 3 years must have been at the level of Assistant Director or equivalent. Knowledge and understanding of Employee Health and Wellness theory, practice and management. Knowledge of DPSA Employee Health and Wellness Framework and related policies e.g. Health and Productivity, Wellness management, HIV, AIDS, STI& TB, SHERQ, PILIR, Mental Health Policy Framework, NSP and Policy on Reasonable Accommodation and Assistive Devices for Employees with Disabilities in the Public Service. Knowledge of Human Resource and Organisational Development policies, procedures and guidelines. Relevant Human Resource legislation e.g. BCEA, LRA, EEA, SDA, OHSA; COIDA. A Valid Drivers' license and must be computer literate. Proficiency required in Microsoft Office Suite (especially Excel, Word, PowerPoint).
<u>DUTIES</u>	:	To manage and promote HAST prevention. Develop and implement interventions for reduction of vulnerability to HIV and TB infection and all modes of HIV transmission. To facilitate provision of Treatment Care and Support. Provide access to HIV Counselling and Testing, promote adherence to counselling and regular HIV testing, including those with active TB disease. To promote Conducting of research, monitoring and evaluation. Develop and implement data management system for NSP indicators developed to generate quarterly and annual reports. To promote human rights and access to justice. Manage and conduct workshops and campaigns to address matters relating to unfair discrimination, unfair treatment and stigma against people living with HIV and AIDS and related ailments. Manage compilation of management reports as required. To manage COVID-19 management interventions. Present monthly, quarterly and annual reports for the purpose of appropriate reporting by management as required. Manage the resources of the HAST programmes. Supervise and manage staff.
<u>ENQUIRIES</u>	:	Ms. T. Odame-Takyi, Tel No: (011) 355-7490
<u>POST 43/163</u>	:	<u>SPECIALIST: EMPLOYEE HEALTH AND WELLNESS REF NO: REFS/012567 (01 POST)</u> Branch: Organisational Development and Human Resources Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255. per annum (Level 11) (all-inclusive remuneration package) Johannesburg National Diploma in Social Sciences or equivalent NQF Level 6 qualification. Registration with relevant professional Council. 5 year's relevant experience in Employee Health and Wellness/EAP (RPL Certificate) field of which at least 3 years must have been at the level of Assistant Director or equivalent. Knowledge and understanding of Employee Health and Wellness theory, practice and management. Knowledge of DPSA Employee Health and Wellness Framework and related policies e.g. Health and Productivity, Wellness management, HIV,AIDS,STI& TB, SHERQ, PILIR, Mental Health Policy Framework, NSP and Policy on Reasonable Accommodation and Assistive Devices for Employees with Disabilities in the Public Service. Knowledge of Human Resource and Organisational Development policies, procedures and guidelines. Relevant Human Resource legislation e.g. BCEA, LRA, EEA, SDA, OHSA; COIDA. A Valid Drivers' license and must be computer literate. Proficiency required in Microsoft Office Suite (especially Excel, Word, PowerPoint).
<u>DUTIES</u>	:	To promote disease and chronic illness management. Conduct awareness programmes on the functions and purpose of health surveillance and the relevant laws and regulations. To promote the management of Mental Health and Psychosomatic illnesses. Develop and implement a toolkit for Mental

Health Promotion in the workplace which looks at practical steps for addressing mental health. To manage injury on duty and incapacity due to ill health. Put measures in place to integrate Health Risk Assessments and Management and Productivity Management. To promote occupational health education and promotion. Provide information on health care options to employees to exercise more control over their own health and over their environments, and to make choices conducive to health. To manage resources of the programme. Supervise and manage staff.

ENQUIRIES : Ms. T. Odame-Takyi, Tel no: (011) 355-7490

POST 43/164 : **DEPUTY DIRECTOR: ASSET MANAGEMENT AND DISPOSAL REF NO: REFS/012574 (01 POST)**
Branch: Asset Management and Disposal

SALARY : R744 255 per annum (Level 11) (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : National Diploma Commerce in Accounting, Financial Management or equivalent NQF level 6 qualification. 5 year's relevant experience in financial accounting field of which at least 3 years must have been at the level of Assistant Director or equivalent. Thorough knowledge of accounting principles and standards in the public sector is essential and extensive knowledge of Public Finance Management Act, Treasury Regulations, SAP and BAS. Assets Management related experience, computer literate, report writing, understanding of expectations of various stakeholders. Proven leadership skills, sound interpersonal skills, ability to work under pressure, willingness to work long hours as and when required, good communication skills both verbal and written, analytical skills, and strong computer literacy. The incumbent must have at least Code B driver's license; Government Immovable Asset Management Act (GIAMA); Movable assets policies and procedures; Life cycle costing utilising various techniques; Principles and practice of asset management ; Standard chart of accounts; Tools and techniques for asset verification; Tools and techniques for the performance measurement of immovable assets.

DUTIES : Ensure the section runs effectively at all times, sound management and control of the Asset Management unit, Compilation of accurate and complete monthly, quarterly and annual asset management reports for incorporation in the AFSs, and ensure the financial reports are submitted on or before the stipulated deadlines in accordance with National Treasury guidelines and PFMA. Develop and oversee the implementation of the asset management system, Develop and maintain asset registers, including; acquisitions, maintenance management, transfers and valuations. Develop asset needs assessment, acquisition management, operational and disposal plans. Execute and monitor the implementation of the asset acquisition, maintenance and disposal plans. Plan and execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies, and update the asset register. Prepare a business plan for the life cycle of assets and recommendations on the most appropriate asset solution. Establish and execute a performance measurement system to evaluate the effective utilization of assets; Provision of secretariat function to the asset disposal committee.

ENQUIRIES : Mr. T. Mokete, Tel No: (011) 355-7473

POST 43/165 : **ASSISTANT DIRECTOR: STRATEGY AND MEDIA LIAISON REF NO: REFS/012535 (02 POSTS)**
Branch: Communications and Liaison

SALARY : R382 254 per annum (Level 9) (plus 37% in lieu of benefits)
CENTRE : Johannesburg
REQUIREMENTS : National Diploma in Journalism, Media Studies or Communication equivalent NQF Level 6 qualification. A minimum of 3 years' relevant experience in the Communications environment of which 2 years must be at supervisory level. Proven experience in writing articles, content development and social media management. Understanding and knowledge of the media and strategy environment. Experience in the Public Service would be an added advantage. Valid driver's license. Competencies: Computer literacy especially the MS Office Suite Package. Ability to work under pressure and outside normal office

- hours. Ability to Multi-task on multiple projects. Leadership skills: Guide, develop and motivate others. Conflict management.
- DUTIES** : Content Development for briefing notes, statements and advisories. Social Media Management-Update real time content on all social media platforms and respond to queries. Assist with the Development of the Department's Annual Communication Plan. Research, verify and ensure shared content is accurate. Distribute Media Statement and Advisories. Update Media Database on a regular basis. Daily Media Monitoring and Research. Analyse media coverage of the Department's activities and compile reports on the state of media coverage. Assist with the development of content for the Department's Communication Strategy and Memos. Promote the Department's brand and its range of services through pro-actively crafting newsworthy messages. Facilitate responses to media queries, coordinate press briefing events and write media fact sheets. Develop content and facilitate placement of advertorials in the media. Compile weekly, monthly and quarterly reports as well as manage the sub-directorate budget
- ENQUIRIES** : Ms. M. Madiba Tel No: (011) 355-7093

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

- APPLICATIONS FOR ATTENTION** : forwarded to 35 Rissik Street, Surrey House, Johannesburg 2000
- CLOSING DATE** : Ms. Christinah Molubi, Tel No: 011 355 2606
- NOTE** : 24 December 2021
- : Applications should be submitted manually or posted using new Z83 form accompanied by CV and copies of qualifications, Identity documents and any other relevant documents. Driver's license (where appropriate). Such copies need not be certified when applying for a post. Certified documents will be required from shortlisted candidates. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 1 January 2021, a new application form which can be downloaded at www.dpsa.gov.za-vacancies. From 01 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered". Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation. The Department reserves the right to withdraw posts if by doing so, the interests of the Department will be best served.

OTHER POSTS

- POST 43/166** : **ASSISTANT DIRECTOR- EMPLOYEE RELATIONS REF NO: REFS / 012604**
Directorate: Human Capital Management
- SALARY** : R382 245 per annum (Plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : National Diploma / Degree in Labour Relations/ Labour Law/ Human Resource Management specializing Labour Relations/Employment Relations. 3 – 5 years' experience in Labour Relations field. A valid driver's license Skills and Competencies; Problem solving skills. Excellent verbal and written communication. Planning, organizing and time management. Policy analysis and development. Investigation skills, Report writing. Knowledge: Ability to work under pressure and people's management. In depth knowledge and understanding of all relevant Public Service Legislative Frameworks, Regulations and Prescripts. Understanding of role of Business Units and Subunits. GPG delivery priorities.
- DUTIES** : Coordinate and handle all misconduct cases in the Department promptly and effectively. Finalize all grievances and complains received from employees in the Department timeously. Provide support in terms of representing the Department at the Provincial Bargaining Chamber. Develop and manage the information and records of all activities in the Employment Relations unit and capturing of cases on PERSAL. Accurately update the case management system. Provide training and advocacy relating to Employment Relations. Proving guidance and conducting comprehensive investigations for all complex and escalating issues or those representing significant risk to the Department. Coordinate effective collective bargaining within the Department by ensuring healthy working relationship and engagement with the recognized trade unions. Assist in the management of strike within the Department. Perform

- timeous resolution of disputes and escalate to the unit Manager where appropriate. Ensure procedural and substantive compliance in the management of grievance. Competently represent the Department at external disputes resolution forums.
- ENQUIRIES** : Ms. Christinah Molubi, Tel No: 011 355 2606
- POST 43/167** : **ASSISTANT DIRECTOR- RECRUITMENT AND SELECTION REF NO: REFS / 012606**
(12-months contract)
Directorate: Human Capital Management
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (plus 37% in lieu of benefits)
: Johannesburg
: Minimum grade 12 plus a Diploma/Degree in Human Resource Management/ Public Management / Industrial Psychology. 3 – 5 years' relevant experience. Skills; Planning and Organizing, Computer skills, Problem Solving, Conflict Resolution, Facilitation, Interpersonal relationships, Analytical thinking, policy analysis and development. Report writing, Supervising, Budgeting. Knowledge: Administrative systems, Understanding of role of Business units and subunits, Public Service Regulatory Framework. Public Service Legislations and prescripts. GPG delivery priorities.
- DUTIES** : Monitor the implantation of policies, processes and procedures are implemented and adhered to. Ensure the administration of recruitment and selection process and employment of employees. Assist in the compilation of recruitment plans and ensure implementation. Advertising of all vacant posts. Facilitate shortlisting process. Coordinate and facilitate interview process. Appointment of successful candidate. Ensure qualification checks, reference checks and competency assessment are conducted. Management of recruitment team.
- ENQUIRIES** : Ms. Christinah Molubi, Tel No: 011 355 2606
- POST 43/168** : **HUMAN RESOURCE OFFICER: RECRUITMENT AND SELECTION REF NO: REFS /012605 (3 POSTS)**
(12-months contract)
Directorate: Human Capital Management
- SALARY CENTRE REQUIREMENTS** : R261,372. per annum (plus 37% in lieu of benefits)
: Johannesburg
: The successful candidate should have a matric certificate plus a National Diploma/bachelor's degree in Human Resource Management or equivalent qualification. 2-3 years relevant experience in recruitment and selection. Skills: Interpersonal skills. Project management. Technical Analytic skills. Negotiation skills. Planning and organizing skills. Problem solving. Conflict management. Excellent Verbal and written communication. Leadership. Computer Literacy. Report writing. Knowledge: DPSA Legislation and processes. HR prescripts including delegations. SCR Mandate, vision, mission and values. SACR governance and functional structures. DPSA Organization Framework.
- DUTIES** : Assist in providing monthly, quarterly, annual report. Assist in compiling the recruitment plan. Assist in compiling the recruitment operational plan. Facilitate the evaluation of jobs to be advertised in consultation with line manager. Set up JE interviews for line managers in consultation with DGF. Sit in all the JE interviews. Draft all recruitment related memorandums (including requests to advertised and create posts additional to the structure amongst others). Job descriptions. Draft adverts using generic Job Descriptions. Ensure adverts are placed in the newspapers and local internet in line with DPSA regulation. Response handling including, shortlisting in line with DPSA regulations. Design and compile interview questions. Arrange, coordinate and facilitate the interview process. Compile and submit interviews results for approval to the designated authority. Communicate decisions of interviews to applicants. Compile monthly recruitment progress report.
- ENQUIRIES** : Ms. Christinah Molubi, Tel No: 011 355 2606