

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

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

- APPLICATIONS** : must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, or post to P/Bag x112, Marshalltown, 2107 or Applicants can apply online at: www.professionaljobcentre.gpg.gov.za
- CLOSING DATE** : 28 January 2022
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and copies of qualifications and ID must be attached (copies need not be certified). Communication regarding certified documents will be limited only to the shortlisted candidates. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

MANAGEMENT ECHELON

- POST 01/35** : **DEPUTY DIRECTOR-GENERAL: CORPORATE MANAGEMENT REF NO: REFS/012717**
Branch: Corporate Management
- SALARY CENTRE REQUIREMENTS** : R1 521 591 per annum, (all-inclusive remuneration package)
: Johannesburg
: Post Graduate qualification in Business Management (NQF 8), or related SAQA accredited NQF 8 qualification. 8 -10 years' senior management experience. 5 years in managing the Corporate Management function, and 3 years within the Public Service. The department has earmarked to appoint a female or persons with disability incumbent to improve its equity target at the executive level. Proven change, stakeholder and project management experience. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>
- DUTIES** : Provide strategic leadership and oversight in supporting the delivery of the departmental modernisation mandate through corporate management functions, championing the positioning of the department within the Gauteng City Region (GCR), as well as the Information Communication and Technology Sector (ICT), Support and promote sound corporate governance within the department to enhance compliance, ethics and integrity, Drive advocacy and monitoring of e-Gov programmes. Oversee the attraction and retention of the capacity to delivery of the departmental mandate. Promote best practices and reengineer the back office to improve efficiencies. Champion the transformation agenda to empower women, youth, and PWD in the ICT sector. Support radical economic transformation in the province.
- ENQUIRIES** : Mr. Errol Ogle Tel No: (011) 689 6861
- POST 01/36** : **CHIEF DIRECTOR: RESOURCE MANAGEMENT REF NO: REFS/012718**
Branch: Corporate Management
- SALARY CENTRE** : R1 251 183 per annum, (all-inclusive remuneration package)
: Johannesburg

- REQUIREMENTS** : A SAQA recognised NQF level 7 qualification in Human Resource Management or equivalent related qualification. 5 years' senior management experience. Well versed in the PFMA and knowledge of all legislation, policies and regulations pertaining to the public sector, including resource management services are essential, specifically; Strategic Human Resource Management, Legal services, Security Services, Auxiliary Services. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>
- DUTIES** : Provide strategic direction on the service delivery mechanisms of the following work streams: strategic planning and reporting; human resource management; legal services; information and communications technology; communications; auxiliary services and facilities management. Engage with internal clients on an ongoing basis and ensure development of appropriate resource management capabilities –leading the change process in the department in terms of policy, process, organisational re-alignment and system improvements and implementation, with the objective of responsive turnaround times. Oversee and monitor the planning, organisation, implementation and maintenance of initiatives pertaining to Resource Management services. Ensure development of a service delivery culture and excellent levels of performance across all Resource Management functions. Ensure optimal departmental resources and capacity through both traditional mechanisms and innovative partnership arrangements where necessary – targeting the establishment of a flexible and nimble performance driven organisation.
- ENQUIRIES** : Mr. Errol Ogle Tel No: (011) 689 6861
- POST 01/37** : **CHIEF DIRECTOR: BUSINESS ALIGNMENT REF NO: REFS/012719**
Branch: ICT
- SALARY** : R1 251 183 per annum, (all-inclusive remuneration package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Bachelor's Degree or equivalent NQF level 7 qualification in IT. A project management certification is a must. An Enterprise Architecture certification will be added as an advantage. Minimum of 5 years' experience in Information Technology in senior management level (SMS). Experience in the business analysis field is mandatory. Minimum 5 years' experience in project management Strong knowledge and experience of high-level IT business architecture. Experience within government service will be an advantage. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>
- DUTIES** : Develop and implement the IT strategy in close cooperation with the business units and ensure IT perspectives are covered in business units' strategies. Coordinate business support functions and participates in discussions on IT solutions for actual business needs. Provides inputs into longer term strategy development. Provide programme and project management, lead business analysis, system analysis and design inputs to drive processes. Design and implement business analysis and assessment of all business processes within the department, with the aim of using ICT to improve the effectiveness and efficiency of the department. Ensure availability of lead / solutions architecture competencies in the development of the IT service portfolio. Contribute to organizational wide strategies and policies. Design and create the business process improvement framework and strategy. Design and create an appropriate Programme Management Methodology. Perform effective fiscal management for the chief directorate. Management and delivery of major programmes and projects that support organizational strategic priorities. Provide strategic input to the effective management of business process improvement common risks, issues, project duplication and project dependencies within the GCR. Ensuring the programme's mandate and outcomes including game changers and flagship initiatives are successfully achieved in conjunction with GCR. Manage stakeholder expectations. Drive innovation in business through use of IT and IS. Identify best practices, tools and techniques for information harvesting.
- ENQUIRIES** : Mr. Errol Ogle, Tel No: (011) 689 6861

- POST 01/38** : **CHIEF DIRECTOR: STRATEGIC MANAGEMENT REF NO: REFS/012720**
Branch: Corporate Management
- SALARY CENTRE REQUIREMENTS** : R1 251 183 per annum, (all-inclusive remuneration package)
: Johannesburg
: Bachelor's Degree in Commerce or related. Minimum of 10 years' corporate governance management experience, and of which 5 years should be at a senior management level. Public sector experience will be an added advantage. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>
- DUTIES** : The job purpose is to develop and implement the strategy of the department, lead the exercise of planning and performance reporting in the department to ensure alignment to the provincial pillars and key focus areas. The successful candidate will ensure achievement and implementation of the departmental strategic plan, Annual Performance Plan and Operational Plans. Key responsibilities include: Maintaining the Unqualified Audit opinion on predetermined Objectives Strategy development and implementation. Development and performance against the APP and Operational Plan Innovation around monitoring, performance reporting and Evaluations Lead Transformation and change management in the department. Manage Process and Quality Management. Provide Strategic support and Manage Projects on behalf of the Head of Department and political Head. Manage, Identify and mitigate departmental Risk (effective risk management). Ensure compliance to regulatory and legislated requirements. Improve MPAT scores for the department. Represent the department in Provincial and National Strategy and Monitoring and Evaluation Fora. Policy and research. Represent the department in Provincial and National Strategy and Monitoring and Evaluation Fora. Attributes: Sound professional judgement, Exceptional Interpersonal and communication skills, Diplomacy, Excellent writing skills, Conflict resolution, High tolerance for dealing with difficult stakeholders, good presentation skills and public speaking, attention to detail, Innovative Impeccable team leadership and building capability.
- ENQUIRIES** : Mr. Errol Ogle Tel No: (011) 689 6861
- POST 01/39** : **CHIEF DIRECTOR: APPLICATIONS REF NO: REFS/012721**
Branch: ICT
- SALARY CENTRE REQUIREMENTS** : R1 251 183 per annum, (all-inclusive remuneration package)
: Johannesburg
: Bachelor's Degree or equivalent NQF 7 in Information Technology. At least 10 years' experience in Applications Development and Project Management are requirements. At least 5 years' experience in a Senior Management position, ideally managing an Information Technology service unit. Experience in managing and developing of employees. Large scale projects management experience. Some experience in a volume driven processing centre environment will be an advantage. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>
- DUTIES** : To provide System Application Products solutions support as the transversal system with Gauteng Provincial Government. Work closely with executives in mapping business requirements to the Enterprise Resource Planning team's operations plan. To ensure that the annual performance plan is executed efficiently and effectively and within budget. Input to the development of ICT strategy. To be the liaison between the e-Government Department and to market the usage of the Enterprise Resource Planning solution in the Gauteng Provincial Government. To demonstrate value derived from the investments in applications.
- ENQUIRIES** : Mr. Errol Ogle Tel No: (011) 689 6861
- POST 01/40** : **DIRECTOR- OFFICE OF THE HOD REF NO: REFS/012722**
Branch: HOD's Office
- SALARY CENTRE** : R1 057 326 per annum, (all-inclusive remuneration package)
: Johannesburg

REQUIREMENTS : An NQF level 7 qualification in Commerce or related. Minimum of 5 years in a middle managerial role. Experience in the Strategic planning, information management & monitoring and/or Management field. Ability to develop, interpret and apply policies, strategies and legislation. Good understanding of legislative frameworks governing planning and reporting in the public sector, corporative governance, risk management and internal audit. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

DUTIES : Facilitate the provisioning of strategic direction and monitor the implementation of the strategic objectives and resources of the directorate. Ensure economical management and utilization of resources allocated to the HODs office. Oversee and ensure effective secretariat support. To develop and ensure the implementation and maintenance of administrative systems and procedures in the HOD s office. Provide management and strategic support for the effective delivery of services. Ensure appropriate accessibility arrangement for key stakeholders to the office of the HOD. Provide strategic and management support to the office of the HOD. Ensure efficient liaison between the office of the MEC and HOD. Provide effective and efficient management in establishing and maintaining systems for effective workflow to enable enhanced function of the Department through Branches of the Department. Monitor Compliance with relevant committees and legislature bodies to which the department account. Facilitate and prepare monthly management reports for the HOD. Coordinate the planning and budgeting for the office of the HOD. Supervise the provision of effective secretariat services to formalised decision making structures in the Department. Ensure that all reports from different branches in the Department are coordinated, analysed and consolidated. Ensure document management and classification of documents. Manage staff performance in the office of the HOD. Develop, implement and monitor the strategic and business planning framework for the department. Monitor and evaluate all strategic and operational management and programme implementation processes. Co-ordinate and compile reports to relevant stakeholders, i.e. the annual report, legislature reports, legislature questions, etc. Interpret and analyse reports. Develop, implement and manage systems to ensure continuous improvement of organisational performance. Develop and implement appropriate knowledge management concept, strategy and systems.

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

POST 01/41 : **DIRECTOR: APPLICATIONS COMPETENCY CENTRE REF NO: REFS/012723**
Branch: ICT

SALARY CENTRE REQUIREMENTS : R1 057 326 per annum, (all-inclusive remuneration package)
: Johannesburg
: Bachelor's Degree in IT or equivalent NQF level 7 related qualification. At least 10 years ERP experience. At least 5 years at middle management level. Three or more full project implementation. ICT technical knowledge. Communication skills. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

DUTIES : Provide support of the SAP authorisation function. Provide support of the SAP Finance and Cost Control (FI/CO) and PTP solution. Provide support of the SAP CRM and HRM solution. Provide support and maintenance of the SAP technical infrastructure. Ensure development of new user application requirements, enhancements and reports Work closely with executives in mapping business requirements to the ERP teams' operations plan. To manage the ERP team's strategy and operations plan. To ensure that the Operations Plan is executed efficiently and effectively and within budget. To be the liaison between the E-GOV and SAP. To market the usage of the ERP solution in the GPG. To plan the projects that the ERP team should undertake and ensure that the project plans are efficiently executed.

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

POST 01/42 : **DIRECTOR- HUMAN RESOURCE MANAGEMENT REF NO: REFS/012724**
Branch: Corporate Management

SALARY : R1 057 326 per annum, (all-inclusive remuneration package)

CENTRE REQUIREMENTS : Johannesburg

: Degree in Human Resources Management or related (NQF level7) in HRM. Minimum of 5 years' experience in HRM, in middle management level (MMS). Public Sector HR experience is advantageous. Knowledge of SAP and Transversal systems. The ideal candidate should have strong strategic agility, coupled with change management and analytical skills. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

DUTIES : Develop and implement HR strategies, plans and initiatives aligned with the overall business strategy. Support current and future business needs through the development, engagement, motivation and preservation of human capital. Develop and monitor overall HR strategies, systems, tactics and procedures across the organization. Be responsible for management of employee relations by addressing disputes, grievances or other issues. Manage the recruitment and selection process. Manage, facilitate and oversee performance management and development programmes. Provide human resource administration to the department. Provide employee health & wellness programmes within the department. Provide strategic direction and lead on HR operations to the Internal Human Resource unit. Manage all resources including budget in terms of PFMA. Ensure legislative compliance. Develop, service and maintain SLA's and LOE's with e-Gov. Business Units.

ENQUIRIES : Mr. Oscar Baloyi Tel No: (011) 689 4648

POST 01/43 : **DIRECTOR: FINANCIAL ACCOUNTING REF NO: REFS/012726**
Branch: Finance

SALARY CENTRE REQUIREMENTS : R1 057 326 per annum, (all-inclusive remuneration package)

: Johannesburg

: A finance related NQF 7 qualification. A minimum of 5 years' middle management experience in and knowledge of the finance function. Proven management skills. Track record in preparation and Management of strategic plans, business plans and budgeting. Ability to implement and internal systems and controls to ensure sound financial Management. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

DUTIES : Manage the financial function of E-GOV. and to ensure sound financial management in the E-GOV. provide excellent and accurate financial management support to all business units within E-GOV, thereby enabling them to focus on their core business. Provide financial management and control via regular reporting and analysis of trends and variances. Enhance service delivery through the alignment of expenditure with business and organisational objectives. Facilitates and coordinates financial planning in terms of Medium-Term Expenditure Framework (MTEF). Coordinate the preparation and presentation of financial performance PFMA compliance report to both E-GOV. Management & Provincial Treasury. Assist business units focus on forecasting/ planning and financial analysis. Supervise monthly and year end close processes, including completion of journal entries, account reconciliation and variance analysis Management of staff in the directorate.

ENQUIRIES : Mr. Oscar Baloyi Tel No: (011) 689 4648

POST 01/44 : **DIRECTOR: MANAGEMENT ACCOUNTING REF NO: REFS/012761**
Directorate: Management Accounting

SALARY CENTRE REQUIREMENTS : R1 057 326 per annum, (all-inclusive remuneration package)

: Johannesburg

: NQF level 7 qualification in finance or related field. Minimum of 5 years' experience in middle management level on the related field. NB: SMS pre-entry certificate is a requirement. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

DUTIES : Coordinate the budget planning, development, allocation and control in accordance with the PFMA. Manage the maintenance, monitoring and reporting on the departmental budget. Manage and control the departmental expenditure based on expenditure forecasts. Advise and manage expenditure to ensure that aggregate spending is aligned to the department's voted funds. Develop and implement processes to prevent unauthorized expenditure and overspending of the voted funds. Develop and submit regular revenue and

expenditure reports. Respond to and ensure implementation of audit queries and findings. Participate in and contribute to any departmental committee in which I am member. Management of the management accounting processes and functions. Resolution of escalated queries. Performance of delegated authorization powers. Management of performance against SLA. Manage, guide and lead team. Identification of continuous improvement opportunities. Provide quality assurance and adherence to internal controls. Oversee the preparation and provision of monthly, quarterly and annual expenditure reports to management. Manage the conceptualization, planning and development of departmental annual and multi-year budgets. Oversee the in-year budget maintenance and monitoring. Manage the evaluation, analysis and reporting on the performance of the departmental budget to stakeholders, both internal and external.

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

OTHER POSTS

POST 01/45 : **DEPUTY DIRECTOR: BUSINESS PROCESS MANAGEMENT REF NO: REFS/012729**
Directorate: Centre of Innovation

SALARY CENTRE REQUIREMENTS : R882 042 per annum, (all-inclusive remuneration package)
: Johannesburg
: Matric Certificate Plus NQF level 7 in Information Management/Information Technology/ Computer Studies/Information Systems, coupled with qualification in Business Analysis or Business Process Management. 3-5 years' experience in Management projects. A valid driver's license. Experience in Project and Process Management, and Leadership Management. Managerial and leadership experience is a necessity. Demonstrated experience in Information Technology field. Knowledge and understanding of PFMA and constitutional mandate. The incumbent must be analytical, project management, reporting writing communication, problem solving conflict management, interpersonal planning and organisation leadership coordination facilitation and analytical.

DUTIES : Oversee the activities of the Business Process Management Unit (Business Analysts and Business Process Analysts). Supervise and develop staff. Develop maintain and implement policies and strategies pertaining to business processes and systems. Support change and ensure alignment to enterprise architecture. Provide operational leadership with regards to business processes mapping, reengineering, testing methodology. Provide advice on the interpretation and application of the department's strategy on business processes and systems. Promote the utilisation of technology as key enablers for service delivery and transformation. Provide strategy and expert advice to project teams and or subject matter experts. Understand business functionalities and translate this into applications requirements. Compilation of compelling business cases and business requirements specifications. End to end design and mapping of business processes implemented and process improvements identified. Continuous process improvements implemented, leading to improved service delivery. Service standards benchmarked and applied across the e-Government and Gauteng Provincial Government for enhanced service delivery performance.

ENQUIRIES : Ms. Portia Makotwane Tel No: (011) 689 8898

POST 01/46 : **SENIOR LEGAL ADMIN OFFICER (MR-6) REF NO: REFS/012728**
Branch: Corporate Management

SALARY REQUIREMENTS : R774 660 – R1 157 940 per annum, (all-inclusive salary package - OSD)
: Matric plus an LLB degree coupled with a minimum of 8 years' post qualification experience in the legal environment. Admission as an Attorney or Advocate. Qualification in Commercial and/or IT law will be an added advantage. At least three years' experience in a managerial position in legal environment. Proven knowledge and experience in litigation, drafting and vetting of contracts, contract management, conducting legal research and providing well researched legal opinions. Good communication skills (written & verbal). Ability to draft comprehensive and well researched legal opinions. Ability to draft, review, vet policies, contracts, SLAs, charters and Memorandum of Understanding (MOU). Basic understanding of legislation applicable to the

Public Service including thorough knowledge of Administrative law, knowledge of SCM regulatory framework, PFMA and relevant National Treasury prescripts, LRA, PSA and regulations. Extensive knowledge and proven experience in labour relations litigation and dispute resolution procedure will serve as an added advantage. Good Office Administration, planning, and organisational skills. Computer skills in MS Office (Word, Excel, PowerPoint, etc.). A valid driver's license will be an added advantage.

DUTIES : Provide litigation management services and support including Labour Relations matters. Conduct vetting of policies, contracts, charters and related legal documents. Draft contracts, MOU's and SLA's, memorandum and letters on behalf of the Department. Provide well researched legal opinions and advice in complex matters relating to the operations of the Department. Ensure that the administrative and contractual decisions of the department are compliant with governing legislation and to provide advice, presentations, awareness raising on the impact of any new legislative requirements and related issues. Provide support on contract management services, support practitioners in the drafting of procurement contracts. Drafting, reviewing and vetting contracts after consultation with business units. Reviewing and carrying out the amendments to draft contracts. Management of correspondence in the event of breaches of contract or legal disputes including contract cancellation. Manage the resolution of legal disputes which includes representing the Department (e-Gov) at arbitrations and in a court of law in addition to liaising with outside appointed legal professionals. Ensure and maintain professionalism in providing key legal support to business units within the e-Gov. Ensure that all administration processes adhere to legislative and policy compliance including PFMA, PAJA and PAIA. Compile instructions to external consultants, State Attorneys and manage the progress of matters until finalization. Produce monthly reports and analysis of matters received. Responsible for setting performance targets.

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

POST 01/47 : **OFFICE MANAGER (OFFICE OF THE HOD) REF NO: REFS/012732**
Directorate: Office of the HOD

SALARY CENTRE REQUIREMENTS : R744 255 per annum, (all-inclusive remuneration package)
: Johannesburg
: Matric plus an equivalent NQF 6 qualification in Administration, Office Management or relevant qualification. 3-5 years secretarial/administrative executive support experience.

DUTIES : To render an efficient and professional front-end administrative support service to the Head of Department in a work environment where secretarial support to the manager needs to be performed at an advanced level. Note: (The secretarial role in this post will be performed in an environment where it is required that the functions be performed at an advanced level. The job demands that the incumbent exercises discretion and work without close supervision. Furthermore, the job requires an in-depth knowledge of the relevant prescripts, procedures and the work environment.) Strategic office administration and document management. Team administration support. Stakeholder/customer liaison. Meeting management. Secretarial and reception team management. Liaise with the: Head of Department - Senior Managers / Supervisors/Team Leader. Other Departments – HOD, Executive Team Members.

ENQUIRIES : Ms. Nhlanhla Mabuza Tel No: (011) 689 8521

DEPARTMENT OF HEALTH

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

OTHER POSTS

POST 01/48 : **MEDICAL SPECIALIST REF NO: SBAH 001/2022**
Directorate: General Surgery

SALARY : Grade 1: R1 122 630 per annum, plus benefits
Grade 2: R1 283 592 per annum, plus benefits

	:	Grade 3: R1 489 665 per annum, plus benefits
<u>CENTRE REQUIREMENTS</u>	:	Steve Biko Academic Hospital
	:	MBCbB, MMed (Surg) or FCS (SA) or equivalent. A valid registration with the HPCSA as an independent Medical Practitioner and Specialist Surgeon.
<u>DUTIES</u>	:	General Surgery case load management including surgical clinics, wards and theatre. The incumbent must have interest in breast and endocrine surgery, and Head and Neck surgery. This appointment is on a joint Gauteng Department of Health and University of Pretoria medical establishment and thus the incumbent will have teaching and training duties involving undergraduate and post graduate students and trainees. Furthermore all academic appointee are expected to engage in active research. A research degree will be a definite advantage.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof. TV Mulaudzi Tel No: 012 354 1665
	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	31 January 2022
<u>POST 01/49</u>	:	<u>GENERAL SPECIALIST – INTERNAL MEDICINE REF NO: LRT/MED/01 (X1 POST)</u>
	:	Directorate: Internal Medicine Department
<u>SALARY</u>	:	Grade 1: R1 122 630 – R1 191,510 per annum, (all Inclusive package)
	:	Grade 2: R1 283 592 – R1 362 363 per annum, (all Inclusive package)
	:	Grade 3: R1 489 665 – R1 862 412 per annum, (all Inclusive package)
<u>CENTRE REQUIREMENTS</u>	:	Leratong Hospital
	:	MMed or FCP qualification in internal Medicine. Proof of registration as Specialist Physician with the HPCSA. Proven ability to work with all unit members e.g., Registrars, MO's students, Interns and Clinical Associates. Good people skills and be able to take the lead in the team. Continuous education and evaluation in the clinical setting for General Internal Medicine.
<u>DUTIES</u>	:	As a consultant, the candidates will be responsible for Clinical Management of general medical patients and sub-specialist. The incumbent will be required to lead operational and academic ward round including post intake, follow – up and grand rounds. As the most senior doctor in the unit, the incumbent will be required to supervise registrars, medical officers, intern doctors and students in Patient's care and the performance of diagnostic and therapeutic procedures. Other duties will include managing patients at OPD, managing patients attending the subspecialty OPD or Speciality ward Consultations within a relevant speciality. The desired candidate will be required to set an appropriate example to the to the medical practitioner, serve as role model and Clinical mentor to junior Doctors associated with Clinical staff. Co-ordination of sub specialist service at Leratong and Cluster hospitals from both in patients and outpatient's service. Supervision of Clinical technology service as required. Overseeing the development of appropriate referral hospital. Essential skill: Patient first mentality: General management skills: Excellent communication skills; Good professional judgement: Integrity and professional dependability. Leadership experience; conflict management: cost-containment Management and experience; technology and computer skills: Problems solving experience: Coaching and mentoring experience. Academic: Participation in the academic duties of Internal Medicine and related Departments/Subs specialities. Performance of research within the department supervision of research within the department and MMed students. Training and supervision of senior registrars, registrars, Medical Officer, Medical Interns and Medical students including tutorials, teaching wards rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. B Khumalo Tel No: 011 411 3557
	:	Charmdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 (Noon) on the closing date.
<u>NOTE</u>	:	Applications must be submitted on a fully completed and signed 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 as well as copies of all qualification/s, current registration with HPCSA and ID document. Only Shortlisted candidates will be required to submit certified copies of qualifications and ID before interview. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants. People with disability are welcome to apply. Applicants must indicate the post reference number on their applications. 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 South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. 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. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. Applications should be submitted at Leratong Hospital Human Resource.

- CLOSING DATE** : 28 January 2022
- POST 01/50** : **MEDICAL SPECIALIST REF NO: SBAH 002/2022**
Directorate: Psychiatry
- SALARY** : Grade 1: R1 122 630 per annum, plus benefits
Grade 2: R1 283 592 per annum, plus benefits
Grade 3: R1 489 665 per annum, plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : MBChB with either Mmed (Psych) or FC Psych qualifications. Registration with the HPCSA as an independent specialist practitioner is compulsory. This is a joint-appointment position with both the Gauteng Department of Health (Steve Biko Academic Hospital) and the Faculty of Health Sciences at the University of Pretoria. Compliance with the minimum requirements for appointment as a lecturer / senior lecturer, as per the University of Pretoria's clinical joint appointments criteria, will include evidence of a minimum of 1 accredited scientific publication and/or presentation(s) at scientific conferences. Engagement in Master's supervision is recommended. Teaching portfolio must be provided. Community engagement is recommended. An interest in neuropsychiatry and consultation-liaison psychiatry will be viewed favorably.
- DUTIES** : Service delivery at the Psychiatry Unit, Ward 2.1 Steve Biko Academic Hospital (inpatient and outpatient care, including 72 hours observations). After hours service as per contract. Delivering of consulting liaison psychiatry service to all departments of the Steve Biko Academic Hospital and the Department of Family Medicine at Tshwane District Hospital. Involvement in undergraduate and post – graduate training of medical students as well as students from other disciplines. Participation in academic research and publication of the clinical unit and academic department. Additional service delivery as decided upon by the unit from time to time.
- ENQUIRIES** : Prof. GP Grobler Tel No: 012 354 3191
- APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 31 January 2022
- POST 01/51** : **MEDICAL OFFICER: PAEDIATRICS GRADE 1-3 REF NO: FERH/MED-01/2021 (X1 POST)**
Directorate: Medical
- SALARY** : R833 523 - R897 939 per annum, (all inclusive package)
R953 049 - R1 042 092 per annum, (all inclusive package)
R1 106 037 - R1 382 802 per annum, (all inclusive package)

CENTRE REQUIREMENTS : Far East Rand Hospital
: Senior certificate (Grade 12/Matric) and MBCHB degree or equivalent. Annual registration receipt and registration certificate with HPCSA as an independent medical doctor. Must be post community service.

DUTIES : Participate in all paediatric and child health related activities. Interview, investigate, diagnose and oversee treatment of patients in all areas of paediatrics in FERH (POPD, Prem unit, NNICU, PICU, KMC, Lonmin and Osizweni) Perform procedures that are relevant to patient care according to standard SOPs. Improve clinical outcomes of children by providing appropriate clinical care. Practise evidence based medicine and use of prescribed guidelines and protocols. Participate in teaching/training junior doctors (interns & community service). Timely referral of patients requiring intervention not offered in the hospital. Participate in interdepartmental activities related to improving and managing good patient outcomes, for an example mortality & morbidity (M&M) and near meetings. Supervision of junior doctors (interns & community service) on clinical emergencies and daily patient management. Participate in multidisciplinary care of patients with all relevant stakeholders. Completion of Medico legal documents (death certificate) on time. Reduce medical litigation by practising good clinical ethos. Communicate with patients in parents in a professional way that uphold Batho Pele ethos. Participate in departmental audit activities: update and complete statistics as required and preparing and writing of reports. Ensure record keeping and administrative duties. Utilize resources judiciously. Render commuted overtime after hours, weekend and public holidays as scheduled, to ensure uninterrupted patient care. Identify own learning needs and undertake relevant continued education activities for growth in the paediatric discipline. Be a team player and adaptable to daily changes in the department's as required.

ENQUIRIES APPLICATIONS : Dr N Jwara Tel No: 011 812 8308
: Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

CLOSING DATE : 28 January 2022

POST 01/52 : **MEDICAL OFFICER: ACCIDENT & EMERGENCY GRADE 1-3 REF NO: FERH/MED-02/2021 (X1 POST)**
: Directorate: Medical

SALARY : R833 523 - R897 939 per annum, (all inclusive package)
: R953 049 - R1 042 092 per annum, (all inclusive package)
: R1 106 037 - R1 382 802 per annum, (all inclusive package)

CENTRE REQUIREMENTS : Far East Rand Hospital
: Senior certificate (Grade 12/Matric) and MBCHB degree or equivalent. Annual registration receipt and registration certificate with HPCSA as an independent medical doctor. Must be post community service. Interest in acute and

		emergency care is advantageous. Good interpersonal, communication and computer skills. Independent and effective decision making. ATLS/ACLS/APLS/PALS certificate will be advantageous. Diploma in primary emergency care (DipPEC) and emergency ultrasound accreditation also advantageous. Commuted overtime is mandatory.
<u>DUTIES</u>	:	Evaluation and clinical management of patients referred to the Emergency department. Clinical training of undergraduates. Relevant administration as required for medico-legal purposes.
<u>ENQUIRIES</u>	:	Dr E Ohonba Tel No: 011 812 8644
<u>APPLICATIONS</u>	:	Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<u>NOTE</u>	:	Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.
<u>CLOSING DATE</u>	:	28 January 2022
<u>POST 01/53</u>	:	<u>MEDICAL OFFICER: INTERNAL MEDICINE GRADE 1-3 REF NO: FERH/MED-03/2021 (X1 POST)</u> Directorate: Medical
<u>SALARY</u>	:	R833 523 - R897 939 per annum, (all inclusive package) R953 049 - R1 042 092 per annum, (all inclusive package) R1 106 037 - R1 382 802 per annum, (all inclusive package)
<u>CENTRE</u>	:	Far East Rand Hospital
<u>REQUIREMENTS</u>	:	Senior certificate (Grade 12/Matric) and MBCHB degree or equivalent. Annual registration receipt and registration certificate with HPCSA as an independent medical doctor. Must be post community service. Commuted overtime is mandatory.
<u>DUTIES</u>	:	Attendance of relevant meetings like mortality & morbidity and completion of Medico-legal documents timeously (e.g Death certificate). Reduce medical litigations by exercising good clinical ethics. Implement and monitor adherence to National core standards. Participate in all activities in medicine and teaching junior doctors/interns and community service doctors. Interview, investigate, diagnose and oversee the treatment of patients. Willing to do commuted overtime (night, weekends and public holidays) duties to provide continuous uninterrupted care of patients.
<u>ENQUIRIES</u>	:	Dr E Ohonba Tel No: 011 812 8644
<u>APPLICATIONS</u>	:	Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<u>NOTE</u>	:	Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other

relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

- CLOSING DATE** : 28 January 2022
- POST 01/54** : **MEDICAL OFFICER: GENERAL SURGERY GRADE 1-3 REF NO: FERH/MED-04/2021 (X2 POSTS)**
Directorate: Medical
- SALARY** : R833 523 - R897 939 per annum, (all inclusive package)
R953 049 - R1 042 092 per annum, (all inclusive package)
R1 106 037 - R1 382 802 per annum, (all inclusive package)
- CENTRE REQUIREMENTS** : Far East Rand Hospital
Senior certificate (Grade 12/Matric) and MBCHB degree or equivalent. Annual registration receipt and registration certificate with HPCSA as an independent medical doctor. Must be post community service. Commuted overtime is mandatory. Clinical skills, consultation, history taking, examination, clinical assessment, management procedures and ensuring patient care.
- DUTIES** : Patient care. May participate in original basic or clinical research during surgery emergencies. Ensuring correct surgical treatment of patients. Attendance of relevant administrative meetings like mortality and morbidity meetings. Completion of medico-legal documents timeously (Death certificate and medical reports). Willing to do commuted overtime duties after hours (night, weekend and public holidays). Supervision and training of medical interns, community service and nursing staff. Ensure proper and accurate record keeping as legally and ethically required. Manage surgical patients in all departments e.g ICU, OPD clinics, wards in general and casualty.
- ENQUIRIES APPLICATIONS** : Dr E Ohonba Tel No: 011 812 8644
Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

CLOSING DATE : 28 January 2022

POST 01/55 : **MEDICAL OFFICER: FAMILY MEDICINE GRADE 1-3 REF NO: FERH/MED-05/2021 (X1 POST)**
Directorate: Medical

SALARY : R833 523 - R897 939 per annum, (all inclusive package)
R953 049 - R1 042 092 per annum, (all inclusive package)
R1 106 037 - R1 382 802 per annum, (all inclusive package)

CENTRE : Far East Rand Hospital

REQUIREMENTS : Senior certificate (Grade 12/Matric) and MBCHB degree or equivalent. Annual registration receipt and registration certificate with HPCSA as an independent medical doctor. Must be post community service. Commuted overtime in emergency department is mandatory. 1-2 years' experience. Good communication skills. Basic computer skills. Sound clinical skills, viz consultation history taking, examination with good diagnosis and management of patients according to principles of family medicine. Other requirements are BLS, ACLS, ATLS but are not mandatory.

DUTIES : Good evaluation of patients and clinical management of patients in the department of family medicine Out Patient department. Training, teaching and supervision of junior doctors. Ensure proper record keeping, manage waiting times in the department with proper down and up referrals and inter-departmental referrals.

ENQUIRIES : Dr E Ohonba Tel No: 011 812 8644

APPLICATIONS : Applications should be submitted at HR Department, Far East Rand Hospital, Private Bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

CLOSING DATE : 28 January 2022

POST 01/56 : **DENTIST GRADE 1/2/3 REF NO: DENT01/01**
Directorate: Oral Medicine and Periodontology
Re-Advertisement

SALARY : R809 067 – R1 106 037 per annum, (inclusive package), exc. commuted overtime

CENTRE : Wits Oral Health Centre

REQUIREMENTS : Registration with HPCSA as Dentist in category independent practice. Minimum of five years' appropriate experience as a Dentist preferably with exposure to undergraduate teaching and training. MSc Dent Degree/equivalent or postgraduate qualification in the field of OMP will be an added advantage.

DUTIES : Dentist will be responsible for clinical services including extended clinical platforms, teaching and trainings, conduct research and participation in all departmental activities and related administration.

ENQUIRIES : Dr TD Mafojane Tel No: (011) 488 4865

- APPLICATIONS** : New Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed applications will be accepted.
- NOTE** : Applicants to attach copies of all the necessary documents (qualifications) to the application including a detailed and up-to-date CV with names and e-mail addresses of three recent (3) referees, a valid identity document, relevant certificates and current proof of HPCSA. Such copies need not be certified when applying for the post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications without proof of the necessary documents will be disqualified. Applications received after closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates.
- CLOSING DATE** : 28 January 2022
- POST 01/57** : **OPERATIONAL MANAGER – SPECIALTY (TRAUMA & EMERGENCY) GRADE 1-2 REF NO: FERH/NURSE-01/2021 (X1 POST)**
Directorate: Nursing
- SALARY** : R571 242 - R642 933 per annum, plus benefits
R624 216 - R702 549 per annum, plus benefits
- CENTRE REQUIREMENTS** : Far East Rand Hospital
Basic Diploma/Degree as a Professional Nurse and basic midwifery registered with South African Nursing Council (SANC). One (1) year post basic diploma registered with SANC. A minimum of Nine (9) recognisable experience in nursing – at least Five (5) years of the Nine (9) years referred above should be relevant experience after obtaining the post basic qualification. Basic computer skills. Demonstrate basic understanding of HR and financial policies & practises. Sound knowledge of public service policies, code of conduct and team building, leadership, decision making and problem solving skills.
- DUTIES** : The incumbent will be responsible for supervision and management of trauma and emergency in the hospital. Manage human resource and non-human resources. Supervision of the provision of quality nursing care in the above mentioned areas within the legal framework. The implementation of quality assurance programmes and other mandatory priorities. Will be part of the hospital management teams.
- ENQUIRIES APPLICATIONS** : Mrs. M.K Nkuna Tel No: 011 812 8317
Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. According to Circular 5 of 2021, “applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR”. You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant’s responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

CLOSING DATE : 28 January 2022

POST 01/58 : **ASSISTANT MANAGER NURSING PN-A7: PATIENT CARE NIGHT DUTY**
REF NO: SBAH 003/2022
Directorate: Nursing

SALARY : R571 242 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12. Basic qualification accredited with the South Africa Nursing Council in terms of Government Notice 425, i.e diploma/degree in Nursing as a Professional Nurse. A minimum of 8 year appropriate \ recognizable experience in Nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Diploma/Degree in Nursing Management qualification registered with South African Nursing Council. At least 3 year of the period referred to above must be appropriate recognizable experience at management level at a hospital, i.e Operational Manager level. South African Nursing Council annual practicing certificate. Valid EB driver`s license. Computer literacy. Verified proof of experience. Service certificate. Strong leadership, good communication and sound interpersonal skill are necessary.

DUTIES : Delegate, supervise and co-ordinate the provision of effective patient care through adequate nursing care. Initiate and participate in health promotion in health promotion to ensure consistent communication of relevant accurate and comprehensive information on health care. Develop \ establish and maintain constructive working relationships with nursing and other stakeholders (i.e inter-professional, inert-sectoral and multi-disciplinary teamwork) Participate in the analysis, formulation and implementation of nursing guidelines, practices , standards and procedures . Manage Human Resources. Monitor and ensure proper utilization of financial and physical resources. Maintain Professional growth\ethical and development of self and subordinates.

ENQUIRIES : Mrs. AM Mowayo Tel No: 012 354 1300
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 31 January 2022

POST 01/59 : **OPERATIONAL MANAGER SPECIALTY GRADE 1: THEATRE (X1 POST)**
Directorate: Nursing

SALARY : R571 242 per annum, (plus benefits)
CENTRE : Heidelberg Hospital
REQUIREMENTS : Basic Qualification accredited with the SANC in terms of Government Notice 425 (i.e: Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post-basic nursing qualification in Operating Theatre Nursing Science with the duration of at least 1 year accredited with the SANC in terms of Government notice No R 212 in the relevant specialty. A minimum of 9 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1- year post basic qualification in the relevant specialty Competent to lead, manage, perform, and supervise clinical nursing practices in accordance with the scope of practice and required nursing standards in an operating theatre diploma in Operating Theatre Nursing Science and Computer Literacy.

DUTIES : Coordination of optimal, holistic specialized nursing care in theatre provided within set nursing standards and professional/legal framework. Manage effectively the utilization and supervision of both human and Material resources. Co-ordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth / ethical standards and self-development.

ENQUIRIES : Ms L. Msiza Tel No: 016 341 1203

- APPLICATIONS** : Applications should be submitted to HR department at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438.
- NOTE** : Applications must be submitted on a new Z83 form with a C.V, copies of I.D and Qualifications and any other relevant documents to be attached. The institution reserves the right not to fill the post. Please note that the successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS act 85 of 1993, security and reference check.
- CLOSING DATE** : 28 January 2022
- POST 01/60** : **OPERATIONAL MANAGER NURSING GRADE 1 GENERAL UNIT PATIENT CARE NIGHT DUTY REF NO: SBAH 004/2022**
Directorate: Nursing
- SALARY** : R450 939 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e diploma\degree in Nursing a a Professional Nurse. A minimum of 7 (seven) years appropriate \ recognizable experience in Nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Diploma \degree in Nursing Management will be an added advantage. Verified proof of experience. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. Service certificates compulsory. South African Nursing Council annual practicing certificate. Valid driver`s license.
- DUTIES** : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of the Nursing Care Plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal quality health care and rehabilitation of patients. Maintain constructive working relationships with Nursing and other stake holders. i.e inter-professional, inter-sectoral and multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of Nursing guidelines, practices, standards and procedures. Maintain professional growth\ ethical standards and development of self and subordinates.
- ENQUIRIES** : Mrs. AM Mowayo Tel No: 012 354 1300
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 31 January 2022
- POST 01/61** : **OPERATIONAL MANAGER – GENERAL (NIGHT SUPERVISION) GRADE 1-2 REF NO: FERH/NURSE-02/2021 (X1 POST)**
Directorate: Nursing
- SALARY** : R450 939 - R507 531 per annum, plus benefits
CENTRE : Far East Rand Hospital
REQUIREMENTS : Basic Diploma/Degree as a Professional Nurse and basic midwifery registered with South African Nursing Council (SANC). A minimum of Nine (9) recognisable experience in nursing. Basic computer skills. Demonstrate basic understanding of HR and financial policies & practises. Sound knowledge of public service policies, code of conduct and team building, leadership, decision making and problem solving skills.
- DUTIES** : Supervise and ensure provision of effective and efficient care through adequate nursing at night. Maintain constructive work relationship with nursing and other stakeholders, manage proper utilization of human, financial and physical resources. Development and maintenance of quality patient care environment that promotes optimum patient experience of care at night. Manage the allocation of beds during night shift. Ensure the implementation of national core standards. Coordinate the development and implementation of institutional guidelines in line with legislations. Assist with data collection, analysis and reports pertaining to nursing management in the hospital. Perform other duties that is delegated to him/her by the manager.

ENQUIRIES : Mrs. M.K Nkuna Tel No: 011 812 8317
APPLICATIONS : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

CLOSING DATE : 28 January 2022

POST 01/62 : **OPERATIONAL MANAGER REF NO: CHBAH 530 (X1 POST)**
Directorate: Internal Medicine

SALARY : R450 939 per annum, (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. Competencies/Knowledge/Skills: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

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

ENQUIRIES : Mr B Mulaudzi Tel No: (011) 933 9779/0134
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current

proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

: 28 January 2022

POST 01/63

: **OPERATIONAL MANAGER REF NO: CHBAH 531 (X1 POST)**
Directorate: Palliative Care Unit

SALARY CENTRE REQUIREMENTS

: R450 939 per annum, (plus benefits)
: Chris Hani Baragwanath Academic Hospital
: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of seven (7) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. 3yrs of 7years must be experience in Palliative Care Unit. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. Competencies/Knowledge/Skills: Leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

DUTIES

: Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice. Demonstrate effective communication with patients, supervisors and other health Professionals and junior colleagues. Implementation of National Core Standards.

ENQUIRIES APPLICATIONS

: Mr B Mulaudzi Tel No: (011) 933 9779/0134
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

: Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current

proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 28 January 2022
- POST 01/64** : **CLINICAL QUALITY COORDINATOR REF NO: STDH/00043 (X1 POST)**
Directorate: Nursing
- SALARY** : R450 939 – R507 531 per annum, plus benefits
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Grade 12 (STD10). Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. diploma / degree in Nursing) or Equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 3 years' experience as Quality Assurance Coordinator will be an added advantage. Quality Assurance certificate with a recognized institution will be an added advantage. Computer Literate will be an added advantage. Comprehensive knowledge and understanding of National Health Act, Regulated Norms and Standards/Ideal Hospital Realization Management System/NCS, Quality Assurance Framework. Knowledge in application of clinical Infection Prevention and Control policies, current Health and public Legislations, Nursing Act, MDR TB, HIV Aids Guidelines and other Legislative framework theory and ethics. Quality Assurance and Quality Improvement Initiatives, Health Information System's and Indicator Development, Relevant legislation, Risk Management. Conceptual, analytical and creative thinking, evidence-based report writing. Exceptional analytical and interpretation skills. Innovative and self-driven. The ability to work under pressure and meet deadlines. Excellent planning and organizing skills. A high level of ethical conduct and integrity. Good presentation skills, communication skills. Project Management skills as well as report writing skills, people management skills, intersectoral collaboration and engagement with the internal and external stakeholders.
- DUTIES** : Ensure quality in the institution including undertaking quality improvement activities. Develop strategies/plans, provide leadership in the development of quality improvement plans and Standard Operating (SOP). Provide strategic leadership for the quality directorate in the institution towards the realization of the strategic goals and objectives. Coordination, investigation, management and reporting of complaints and patient safety incidences in the institution. Ensure compliance to IHRM in the institution and implementation thereof. Participate in clinical audit, ethics committee and facilitate trainings on Quality Assurance and professional code of conduct. Serve on institutional committee for selected quality assurance programmes. Coordinate provision of and compliance to National and Provincial Clinical Guidelines. Provide initiative to

improve Clients satisfaction, Advocate for and ensure the promotion of Quality Assurance activities. Monitor the implementation of policies, protocols, guidelines, programmes, practices and procedures pertaining to Quality Improvement Plans and SOP's. Collate and analyse data to establish trends and patterns in health care effectiveness. Utilize information technology and other management information systems to manage Quality assurance and improve service delivery. Support the institution efforts towards reducing the transmission of COVID -19. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Market and coordinate Service Excellence Awards for the institution. Conduct patient Experience of Care Surveys and share results with relevant stakeholders. Ensure that monthly internal audits are conducted in clinical areas and compliance with Norms and Standards. Participate in Hospital committees as delegated.

- ENQUIRIES** : Ms BM Rikhotso Tel No: (011) 531 – 4304/2
- APPLICATIONS** : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.
- NOTE** : To be submitted on a New Z83 form, the form must be fully completed and signed, attach copies of qualifications and ID. Do not certify such copies. A detailed Curriculum Vitae (CV) with two or more references must be attached. Applicants must indicate the department for which they are applying for. Incomplete applications and applications received after closing date will not be considered. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
- CLOSING DATE** : 28 January 2022
- POST 01/65** : **NUCLEAR MEDICINE RADIOGRAPHER REF NO: REFS/012797 (X1 POST)**
Directorate: Nuclear Medicine
- SALARY** : R401 640 per annum, (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professions Council of South African (HPCSA) in Nuclear Medicine Radiography. Current registration with HPCSA for 2021/2022.Registration with the HPCSA as a Nuclear Medicine Radiographer. Computer literacy (Ms. Word, Ms. Excel). Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills.
- DUTIES** : Render effective patient centred nuclear medicine service for in-and out-patient in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial hospital and departmental policies, procedures, guidelines regulations. Perform record keeping, data collection; assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research project of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)
- ENQUIRIES** : Ms. V. Modisane Tel No: (011) 933 8502/0845
- APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE : Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered. Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill 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 and the Hospital. People with disabilities are encouraged to apply.

CLOSING DATE : 28 January 2022

POST 01/66 : **PROFESSIONAL NURSE – SPECIALTY (ADVANCED MIDWIFE) GRADE 1-2 REF NO: FERH/NURSE-03/2021 (X1 POST)**
Directorate: Nursing

SALARY : R388 974 - R450 939 per annum, (plus benefits)
R478 404 - R588 390 per annum, (plus benefits)

CENTRE REQUIREMENTS : Far East Rand Hospital
Basic Diploma/Degree as a Professional Nurse accredited South African Nursing Council (SANC). One (1) post basic qualification in the above mentioned specialty registered with SANC. A minimum of four (4) years appropriate recognisable nursing experience after registration as a professional nurse with SANC. Must be willing to work day and night shift.

DUTIES : Provision of high quality nursing care that is holistic and patient centred. Ensuring that nursing care provided is within the scope of practise of nurses and the legal framework. Promotion of professionalism and leading by example at all times. Co-ordination of activities of the other members of health team. Will be a team shift leader relieving the operational manager.

ENQUIRIES APPLICATIONS : Mrs. M.K Nkuna Tel No: 011 812 8317
Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. According to Circular 5 of 2021, “applicants must submit

copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

- CLOSING DATE** : 28 January 2022
- POST 01/67** : **PROFESSIONAL NURSE – SPECIALTY (ADVANCED MIDWIFE) (X1 POST)**
GRADE 1-2 REF NO: FERH/NURSE-04/2021
Directorate: Nursing
- SALARY** : R388 974 - R450 939 per annum, (plus benefits)
R478 404 - R588 390 per annum, (plus benefits)
- CENTRE** : Far East Rand Hospital
- REQUIREMENTS** : Basic Diploma/Degree as a Professional Nurse accredited South African Nursing Council (SANC). One (1) post basic qualification in the above mentioned specialty registered with SANC. A minimum of four (4) years appropriate recognisable nursing experience after registration as a professional nurse with SANC. Must be willing to work day and night shift.
- DUTIES** : Provision of high quality nursing care that is holistic and patient centred. Ensuring that nursing care provided is within the scope of practise of nurses and the legal framework. Promotion of professionalism and leading by example at all times. Co-ordination of activities of the other members of health team. Will be a team shift leader relieving the operational manager.
- ENQUIRIES** : Mrs. M.K Nkuna Tel No: 011 812 8317
- APPLICATIONS** : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.
- CLOSING DATE** : 28 January 2022

POST 01/68 : **PROFESSIONAL NURSE – SPECIALTY (ORTHOPAEDICS) GRADE 1-2**
REF NO: FERH/NURSE-05/2021 (X1 POST)
 Directorate: Nursing

SALARY : R388 974 - R450 939 per annum, (plus benefits)
 R478 404 - R588 390 per annum, (plus benefits)

CENTRE : Far East Rand Hospital

REQUIREMENTS : Basic Diploma/Degree as a Professional Nurse accredited South African Nursing Council (SANC). One (1) post basic qualification in the above mentioned specialty registered with SANC. A minimum of four (4) years appropriate recognisable nursing experience after registration as a professional nurse with SANC. Must be willing to work day and night shift. Basic computer skills. Knowledge of all legislation relevant to health care service.

DUTIES : The incumbent will work under direct supervision of the operational manager in his/her area of allocation. The provision of nursing care according to the scope of practice of nurses for his/her category will be his/her responsibility. Adherence to the principles of nursing practice according to the scope of practice, all quality assurance standards as well as set rules and standards of nursing in his/her area. Promotion of professionalism and leading by example at all times. Co-ordination of activities of other health team members. Incumbent will be a shift leader of nursing team and relieving of the operational manager. Ensuring that all quality assurance standards and other health mandates are implemented during his/her shift. Minimise complication of fracture by putting back slabs, plaster of Paris, putting skin traction etc.

ENQUIRIES : Mrs. M.K Nkuna Tel No: 011 812 8317

APPLICATIONS : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/ previous supervisors. According to Circular 5 of 2021, “applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR”. You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant’s responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

CLOSING DATE : 28 January 2022

POST 01/69 : **ASSISTANT DIRECTOR: FINANCE REF NO: LRT/ADM/01 (X1 POST)**
 Directorate: Finance Department

SALARY : R382 254 per annum, (plus benefits)

CENTRE : Leratong Hospital

REQUIREMENTS : An appropriate NQF level 7 (bachelor’s degree or Advanced Diploma or B tech) qualification in Financial Accounting / Financial management plus 3 years supervisory level experience in Finance. Computer Literacy. Must have a valid driver’s license. Knowledge of relevant Act (PFMA, Treasury Regulations) and systems (BAS, SAP). Interpersonal skills. Communication skills. Good leadership skills. Must be able to plan, organise and co-ordinate activities in the unit. Ability to work under pressure. Team leadership.

DUTIES : Development of the Finance Department Operational Plan, compile and present quarterly reviews. Effective Financial control and monitoring of current

budget and expenditure. Compiling of monthly financial reports. Perform various expenditure monthly reconciliations. Clearing of wed cycles. Management of accruals. Ensure suppliers are paid within 30 days. Attend to suppliers related queries. Assist in the preparations and allocation of budget. Training of staff on finance related matters. Supervision and mentoring of staff. Attend to auditors and develop action plans to improve control and eliminate audit findings. Effective Risk management. Evaluate performance of sub – ordinates quarterly and annually.

ENQUIRIES : Mr C Molefe Tel No: (011) 411 3722
APPLICATIONS : Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Charmdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 (Noon) on the closing date.

NOTE : Applications must be submitted on a fully completed and signed 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 as well as copies of all qualification/s and ID document. Only Shortlisted candidates will be required to submit certified copies of qualifications and ID before interview. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants. People with disability are welcome to apply. Applicants must indicate the post reference number on their applications. 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 South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. 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. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. Applications should be submitted at Leratong Hospital Human Resource.

CLOSING DATE : 28 January 2022

POST 01/70 : **ASSISTANT DIRECTOR: FINANCE (X1 POST)**
 Directorate: Finance Department

SALARY : R382 254 per annum, (plus benefits)
CENTRE : Leratong Hospital
REQUIREMENTS : An appropriate NQF level 7 (bachelor's degree or Advanced Diploma or B tech) qualification in Financial Accounting / Financial management plus 3 years supervisory level experience in Finance. Computer Literacy. Must have a valid driver's license. Knowledge of relevant Act (PFMA, Treasury Regulations) and systems (BAS, SAP). Interpersonal skills. Communication skills. Good leadership skills. Must be able to plan, organise and co-ordinate activities in the unit. Ability to work under pressure. Team leadership.

DUTIES : Development of the Finance Department Operational Plan, compile and present quarterly reviews. Effective Financial control and monitoring of current budget and expenditure. Compiling of monthly financial reports. Perform various expenditure monthly reconciliations. Clearing of wed cycles. Management of accruals. Ensure suppliers are paid within 30 days. Attend to suppliers related queries. Assist in the preparations and allocation of budget. Training of staff on finance related matters. Supervision and mentoring of staff. Attend to auditors and develop action plans to improve control and eliminate audit findings. Effective Risk management. Evaluate performance of sub – ordinates quarterly and annually.

ENQUIRIES : Mr C Molefe Tel No: (011) 411 3722
APPLICATIONS : should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Charmdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740.

NOTE

: Applications should be delivered by 12h00 (Noon) on the closing date. Applications must be submitted on a fully completed 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 as well as copies of all qualification/s and ID document. Only Shortlisted candidates will be required to submit certified copies of qualifications and ID before interview. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants. People with disability are welcome to apply. Applicants must indicate the post reference number on their applications. 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 South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. 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. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. Applications should be submitted at Leratong Hospital Human Resource.

CLOSING DATE

: 28 January 2022

POST 01/71

: **MIDDLE MANAGER: ADMINISTRATION REF NO: CHBAH 533 (X1 POST)**
Directorate: Revenue Management

SALARY

: R382 245 per annum (Level 09), (plus benefits)

CENTRE

: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS

: Grade 12 plus a three-year National Diploma/Degree in Public Administration/Finance or Grade 12 or equivalent with ten (10) years' experience in revenue management of which five (5) must be on a supervisory level. Computer literacy (Ms Word, Ms Excel and Ms PowerPoint). Must have presentation skills. Experience in dealing with public. Ability to communicate well with people at different levels and from diversified backgrounds. Sound verbal and written communication skills. Sound organizational, planning analytical, financial management and negotiations skills. High level of reliability and ability to handle confidentiality. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Basic skills on report writing. Ability to work under pressure and to take initiative. Ability to work independently and in a team. Sound knowledge of the PFMA, DORA, Treasury Regulations, UPFS and other relevant revenue collection legislative framework. Knowledge in BAS and Medicom.

DUTIES

: Monitoring billing of billable patients and special clinical services rendered. Ensure proper and correct classification of billable patients with supporting documents. Ensure that accounts are billed in accordance with the Uniform Patient Fee Schedule (UPFS). Prepare and send correct and accurate accounts to customers. Monitoring of unmanaged debts on the Ageing Analysis for billing purposes and reduction of the outstanding patient debt. Perform monthly revenue reconciliations. Compile and submit statutory reports on a monthly basis to internal management and head office. Ensure smooth integration of billing processes with other revenue sub-units for revenue enhancement. Keep electronic and physical records for all revenue collection related transactions for reference and audit purposes. Liaise with internal and external customers. Ensure compliance to PFMA, DORA, Treasury Regulations, Revenue Process Flow and other revenue policies and guidelines. Implementation and monitoring of the revenue process flow of the revenue management policies, plans and strategies. Perform change management, planning, organization and leadership in revenue related duties to ensure that revenue section reaches both institutional and provincial set targets. Provide training and support to subordinates. Be responsible for mentoring and training officials under the sub-section being managed. Do other reasonable adhoc exercises and tasks as and when required to strengthen service delivery in the Hospital. Adhere to timelines. Be willing to undergo

		continuous training and development. Management of personnel performance and review thereof.
<u>ENQUIRIES</u>	:	Ms D Mangezi Tel No: (011) 933 9748
<u>APPLICATIONS</u>	:	should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	28 January 2022
<u>POST 01/72</u>	:	<u>PRODUCTION DIAGNOSTIC RADIOGRAPHER REF NO: LRT/ALL/01 (X3 POSTS)</u> Directorate: Radiology Department
<u>SALARY</u>	:	Grade 1: R322 746 – R367 299 per annum, (plus benefits) Grade 2: R378 402 – R432 684 per annum, (plus benefits) Grade 3: R445 752 – R540 954 per annum, (plus benefits)
<u>CENTRE REQUIREMENTS</u>	:	Leratong Hospital Diploma/ Degree in Diagnostic Radiographer. Current annual certificate of registration with HPCSA. Independent registration certificate with HPCSA. Skill on the following areas: Quality Patient Care, Organising, Communication, Interpersonal relationship, Quality Assurance, accreditation standards, knowledge of specialized procedures such as CT Scan and Fluoroscopy equipment. Ability to work in team and the ability to work under pressure in a changing environment. Computer literacy will be an added advantage.
<u>DUTIES</u>	:	Partake in the production of high diagnostic radiographer in 24hr service Department. X-ray images to be produced according to prescribed protocols, radiation control measures and Medico – Legal requirements. Partake in supervising Community Service Radiographers. Plan and Organize the provision of the Radiographer services according to the vision and mission statements of the Department of health. To promote Batho Pele in execution of all tasks for efficient service delivery. To adhere to National Core Standards, Quality Assurance, other Public Service Policies and Acts. Assist in stock control. Ensure high level of patient care. Partake in departmental QA. Communicate with external and internal professionals to ensure patient safety and fair treatment.

- ENQUIRIES APPLICATIONS** : Ms M Ratshilumelo Tel No: 011 411 3573
 : Charmdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 (Noon) on the closing date.
- NOTE** : Applications must be submitted on a fully completed and signed 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 as well as copies of all qualification/s, current registration with HPCSA and ID document. Only Shortlisted candidates will be required to submit certified copies of qualifications and ID before interview. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants. People with disability are welcome to apply. Applicants must indicate the post reference number on their applications. 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 South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. 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. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. Applications should be submitted at Leratong Hospital Human Resource.
- CLOSING DATE** : 28 January 2022
- POST 01/73** : **PHYSIOTHERAPIST GRADE 1 REF NO: REFS/012799 (X2 POSTS)**
 Directorate: Physiotherapy
- SALARY CENTRE REQUIREMENTS** : Grade 1: R322 746 per annum, (plus benefits)
 : Chris Hani Baragwanath Academic Hospital
 : Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an Independent Practice Physiotherapist. Current registration with HPCSA for 2021/2022.No experience required after completion of community service in Physiotherapy as required in respect of RSA qualified employees. The following will be an added advantage: Computer literacy (Ms Word, Ms Excel). Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Experience in a hospital setting and experience in ICU Physiotherapy.
- DUTIES** : Render effective patient centered physiotherapy service for in- and out-patients in adherence to the scope of practice and health protocols. Carry out delegated duties. Implement and adhere to departmental, institutional, provincial & national policies, procedures, regulations, guidelines and SOP's. Work with colleagues, provide relieve as and when the need arises, and work closely with the interdisciplinary team members. Perform weekend and public holiday duties in accordance with departmental protocols.Participate in student training, supervision and performance evaluation. Monitor proper utilization of allocated financial and physical resources. Participate in the implementation and monitoring of quality assurance standards in the unit. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Communicate effectively with all stakeholders.
- ENQUIRIES APPLICATIONS** : Ms. E. Haarhoff Tel No: (011) 933 8927
 : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form and must completed in full. The application form is obtainable from any Public Service Department or

on the internet at www.dpsa.gov.za/documents. According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill 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 and the Hospital. People with disabilities are encouraged to apply.

- CLOSING DATE** : 28 January 2022
- POST 01/74** : **RADIOGRAPHER GRADE 1-3 REF NO: FERH/XRAY-01/2021 (X1 POST)**
Directorate: Radiology (Xray)
- SALARY** : R322 746 - R367 299 per annum, (plus benefits)
R378 402 - R432 684 per annum, (plus benefits)
R445 752 - R540 954 per annum, (plus benefits)
- CENTRE** : Far East Rand Hospital
- REQUIREMENTS** : Grade 12 (Matric) and Three (3) years diploma/degree in diagnostic radiography. Proof of registration with HPCSA as an independent practitioner Diagnostic radiographer. Proof of annual (current) registration as Diagnostic radiographer. Must be post community service (completed community service).
- DUTIES** : Provide a 24hours quality service. Render effective patient centred radiology service for in and out patients in adherence to the scope of practise and health protocols. To work with colleagues, relieve as and when the need arises and to work closely with the interdisciplinary team members. Carry out delegated duties. Compliance with hazardous substance act, SAPHRA/Radiation control regulation and license conditions. Ensure the implementation of quality assurance and improvement programs. A working knowledge of departmental equipment and fault reporting. Compliance with patient rights charter and professional ethics. Promote Batho Pele in execution of all tasks for effective service delivery. Participate in continuous Professional development as required by HPCSA. Knowledge of national core standards and six key priorities.
- ENQUIRIES** : Mr. K Manqele Tel No: 011 812 8639/8634/8372
- APPLICATIONS** : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with

detailed description of duties and names of two referees who are current/previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

- CLOSING DATE** : 28 January 2022
- POST 01/75** : **ENVIRONMENTAL HEALTH OFFICER GRADE 1-3 REF NO: FERH/EHO-01/2021 (X1 POST)**
Directorate: Environmental Health
- SALARY** : R322 746 - R367 299 per annum, (plus benefits)
R378 402 - R432 684 per annum, (plus benefits)
R445 752 - R540 954 per annum, (plus benefits)
- CENTRE** : Far East Rand Hospital
- REQUIREMENTS** : Grade 12 (Matric) and Four (4) years diploma/degree in Environmental Health. Proof of registration with HPCSA as an independent practitioner Environmental health practitioner. Proof of annual (current) registration as Environmental health practitioner. Must be post community service (completed community service). Good communication (written & verbal) and interpersonal skills. Demonstrate understanding of Environmental health legislations. Knowledge in communicable diseases and outbreak response. Ability to work under pressure, tenacity and resilience. Hospital experience and extensive knowledge in Occupational health and safety will be an added advantage.
- DUTIES** : Waste management (ensure proper handling and monitor of general waste and health care risk waste). Safety health environment risk and quality (SHERQ) management. Waste quality monitoring (Collection of water samples and analysing results). Food control (collection of food samples, inspection of food premises and training of staff). Vector control within the facility (organise pest control programme). Disease surveillance (form part of the outbreak response team, investigate outbreaks and liaise with relevant stakeholders). Monitor Environmental health indicators and provide reports to management. Pollution control. Environmental health hygiene. Occupational hygiene surveillance.
- ENQUIRIES** : Mrs E Mawela Tel No: 011 812 8628
- APPLICATIONS** : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng

Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

CLOSING DATE

: 28 January 2022

POST 01/76

: **HUMAN RESOURCE OFFICER REF NO: SBAH 005/2022**
Directorate: Human Resource Management

SALARY

: R261 372 per annum, plus benefits

CENTRE

: Steve Biko Academic Hospital

REQUIREMENTS

: An appropriate NQF level 6 in Human Resources with 3-5 year's relevant experience in the field. A demonstrated ability to provide leadership on HR practices and Administration. The ability to develop, monitor and evaluate Skills development legislation, HR policies and procedures. The ability to interpret and analyze HR data. Experience in developing reports and presenting them to management. Demonstrate experience in managing PERSAL and drawing reports. Ability to manage staff, work independently, adhere to strict deadlines. Job knowledge: Knowledge of PERSAL systems. Knowledge of the Public Services Act, the Public Finance Management Act, Treasury Regulation, Resolution of PSCBC, PILIR, Performance Management and Development processes, Public Service Regulations, Labour Relations Act, Employment Equity Act and other HR legislation and prescript. Competences required: problem solving and analysis, people management. Good communication skills (verbal and non-verbal), report writing skills, negotiation, teambuilding, problem solving, conflict resolution) and ability to work under pressure. Excellent ethics demeanor. Knowledge of employee relations and experience of National Core Standards will be an added advantage. Computer literacy is essential. A valid driver's license.

DUTIES

: Monitor and coordinate Recruitment and Selection processes including procedure on recruiting foreigners. Implement and execute effective Human Resource functions. Manage and update staff establishment, databases to assist the HRIM section. Formulate advertisements internally and externally. Coordinate and manage employment equity, render an effective HR advisory service to management and employees. Provide training and support to subordinates. Manage and support performance of subordinates. Allocate and control delegated work, provide monthly statistics and reports. Control and provide administrative service and ensure compliance with applicable legislation. Implement National Core Standards file and update it regularly. Implement and monitor Personnel and salary policies and procedures. Implementation and monitor appointments; transfers; translations; overtime (normal and commuted); allowances GEHS; Terminations i.e. Pensions; OSD implementation.

ENQUIRIES

: Mrs. RM Mamadi Tel No: (012) 354 2275

APPLICATIONS

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

NOTE

: Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE

: 31 January 2022

POST 01/77

: **ADMINISTRATION OFFICER (CLEANING SERVICES) REF NO: SBAH 006/2022**

Directorate: Patient administration and Logistics

SALARY

: R261 372 per annum, plus benefits

CENTRE

: Steve Biko Academic Hospital

REQUIREMENTS

: National Diploma/Degree in Public Administration/ Public Management from a SAQA recognized tertiary institution with a minimum 2 years` experience in a formal Hospital environment. Cleaning related qualification will be an added advantage. Strong management abilities. Planning, organizing and

coordinating. Conflict Management, problem solving, negotiation skills and innovative. Good customer relations and people management skills. Have good verbal and written communication skills Computer literacy skills and knowledge of programs (MS Word, Excel, PowerPoint and Outlook). Able to work accurately under pressure.

DUTIES : The incumbent will be required to render cleaning supervisory support and general clerical work. Manage all resources (Human Resource and assets). Provide advice to floor supervisors (Cleaning Services). Compile daily statistics and monthly audits. Facilitate training and development of workers. Manage and ensure compliance with the following policies Human Resources, Labour Relations, Quality Assurance, Infection Prevention and Control and Occupational Health and Safety. Manage performance of workers, cleaning section performance and other duties.

ENQUIRIES : Mr. TC Sinyosi Tel No: 012 354 1421
APPLICATIONS : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 31 January 2022

POST 01/78 : **LOGISTICS SUPPORT OFFICER REF NO: SBAH 007/2022**
 Directorate: Supply Chain Management

SALARY : R261 372 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : Grade 12 and a 3 year relevant tertiary qualifications with 4 years' experience in Supply Chain management on post Level 5 or Equivalent. Ability to work independently and meet deadlines and to attend to details and ensure correctness of data / information. Ability to work under pressure and in a team. Be prepared to work overtime when required to meet deadlines. Excellent, analytical, planning, project and organizational skills. Good interpersonal relations, negotiation, organizational, planning and problem-solving skills. Must be a client orientated person and have effective Communication skills (written & verbal,) computer literacy (proven computer skills) Knowledge of sap or related supply chain management systems. E.g. SAP or related systems. Experience in the acquisition of good and services Experience in the evaluation of bids/quotations. Experience in ware house management. Experience in a Health environment would be an added advantage. Valid driver's license. Proven knowledge of all relevant SCM prescripts and legislation.

DUTIES : Supervise the RFQ Office (Request for Quotation Office)It should be noted that SCM officials rotate on a regular basis Assist end users with timeous development of the specifications and material master numbers (MMN) of bid and RFQ's. Assists end-users with compilation of demand management plans and procurement plans. Consolidate relevant reports and review demand. Contract management including, but not limited to identification and allocation of different contracts on requisitions before acquisition; Updating and management of contract register; Liaise with head office, provincial and national treasury regarding the availability of new contracts. Contract renewal / extensions and termination of contracts, and capturing of contract items; monitoring of demand management plans for the end users to ensure compliance. Ensure compliance with all SCM processes and procedures and treasury regulations and that bids are invited within the framework as prescribed by national treasury and preferential procurement policy framework act. Prepare management information and reports, statistics and reporting on procurement to management. Attend to supply chain management audit queries, Human resources management (i.e. Job description, performance agreements, performance appraisal and development of staff. Prepare and coordinate stock takings and exercise supervision during stock taking. Compile stock taking report. Prepare monthly recons on inventory stock to head office. Supervise and manage demand section of the SCM and provide guidelines in respect of minimum and maximum stock levels, when ordering store items and non-store items an all other tasks related to supply chain management.

ENQUIRIES : Mr. D Moraswi Tel No: 012 354 5159

- APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 31 January 2022
- POST 01/79** : **HUMAN RESOURCE OFFICER REF NO: PWH/HR-O/30/12 (X1 POST)**
Directorate: HR Department
- SALARY** : R261 372 – R307 890 per annum, (plus benefits)
- CENTRE** : Pretoria West District Hospital
- REQUIREMENTS** : Grade 12 with at least 5 years functional experience in Human Resource or a Human Resource/Public Administration or equivalent Degree/National Diploma with 3 to 5 years' experience in a HR Department. Persal certificates and working experience on the Persal System. Must be Computer Literate. Must have good Written and verbal communication Skills. Must be knowledgeable on the Public Service Act and Regulations, Public Finance Management Act, Collective Agreements, OSD Requirements, Code of Conduct, Core Standards and Policies.
- DUTIES** : Manage and co-ordinate Human Resource administration matters within the Institution to contribute to the Rendering of Professional Human Resource Management Service. Supervise the implementation and Maintenance of Human Resource Administration practices concerning service benefits, salary administration, and Leave Administration, core standards. Address Human Resource Management enquiries to ensure the correct Implementation of Human Resource Management practices. Provide inputs on the development/amendments of Guidelines/policies/standard operation procedures implemented in the Institution. Inform, guide and advise Departments/personnel on HR Administration matters. Management of training, monitoring and development of Sub-ordinates, work allocations and effective implementation of performance management. Management and assuring the quality of HR Information and the promotion of information distribution process' sub-ordinate and Conduct investigation of HR related problems and advising Management thereof. Oversee, maintain and monitor an effective HR Information System, including HR Databases, RWOPS and absenteeism profile. Responsible for Discipline within HR Department. Report on statistics on HR related matters and delegations.
- ENQUIRIES** : Ms KH Mokwana Tel No: 012 380 1213
- APPLICATIONS** : All Applications can be delivered to Pretoria West Hospital, HR Department, and 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.
- NOTE** : Applications must be submitted on new Z83 Form obtainable from any Public Service Department and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration certificate must be attached if required. Required documents need not be certified when applying for a post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above-mentioned requirements will not be considered.
- CLOSING DATE** : 28 January 2022
- POST 01/80** : **PROFESSIONAL NURSE GRADE 1 (GENERAL NURSING) REF NO: PWH/PN/29/21 (X4 POSTS)**
Directorate: Nursing Department
- SALARY** : R260 760 – R302 292 per annum, (plus benefits)
- CENTRE** : Pretoria West District Hospital
- REQUIREMENTS** : Matric certificate, Basic qualification accredited with the SANC in terms of Gov. Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional nurse. Current registration with SANC, Experience in Midwifery and psychiatric nursing will be an added advantage. Skills Good communication skills. Interpersonal and organizational skills.

DUTIES : Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Supervise and train sub-ordinates.

ENQUIRIES : Ms TQ Mahlangu Tel No: (012) 380 1207
APPLICATIONS : Hand delivered to Pretoria West District Hospital, HR Department, 380 Sytze Wierda, Avenue, Philip Nel Park Pretoria West OR Posted to Pretoria West Private Bag X02, Pretoria West 0117.

NOTE : Applications must be submitted on the new Z83 form (obtainable from any Public Service Department) and must be completed in full and page two duly signed. Clear indication of The Post and reference number that is being applied for must be indicated on your Z.83. A Recent CV specifying all qualifications and experience, all copies must be certified of Qualifications and ID must be attached. General information if any discrepancies found, Services will be terminated with immediate effect.

CLOSING DATE : 28 January 2022

POST 01/81 : **PROFESSIONAL NURSE REF NO: STDH/00044 (X2 POSTS)**
Directorate: Nursing

SALARY : R260 760 – R302 292 per annum, plus benefits
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Grade 12 (std10). Basic qualification in terms of Government notice 425 i.e. Degree/Diploma equivalent that allows registration with SANC as a Professional Nurse. Midwifery will be an added advantage. Good communication skills, basic writing skills, ability to function as part of a team, good interpersonal skills. Knowledge of Nursing care process and procedures, quality assurance, patient experience of care, patients' safety, infection control and relevant legal frameworks e.g. National core standards. Good ethical practice and caring attitude.

DUTIES : Provide direction and supervision for the implementation of Nursing care plan, rendering of quality patient care. Demonstrate knowledge and insight into the relevant legal framework such as: Nursing act, scope of practice, basic knowledge of Labour Relation Acts. Assist in completion of clinical records and that data is entered timeously. Ensure that all quality assurance standards and other health mandates during his or her shift lead is implemented. Advocate and facilitate proper treatment. Ability to effectively and efficiently manage resources allocated to the unit. Be a team leader responsible for I Care 4 you values. Maintain professional growth/ethical standards, self-development and CPD. Implement standards, practices, criteria and indicators for quality nursing care. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with Nursing and other stakeholders.

ENQUIRIES : Ms LM Mokoena Tel No: (011) 531 – 4365
APPLICATIONS : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.

NOTE : To be submitted on a New Z83 form, the form must be fully completed and signed, attach copies of qualifications and ID. Do not certify such copies. A detailed Curriculum Vitae (CV) with two or more references must be attached. Applicants must indicate the department for which they are applying for. Incomplete applications and applications received after closing date will not be considered. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

CLOSING DATE : 28 January 2022

POST 01/82 : **CLIENT INFORMATION CLERK REF NO: CHBAH 535**
Directorate: ICT Systems Applications

SALARY : R176 310 per annum, (plus benefits)

- CENTRE REQUIREMENTS** : Chris Hani Baragwanath Academic Hospital (CHBAH)
 : Minimum requirement Grade 12 with no experience. The prospective appointee should have good communication skills and telephone etiquette, team player and good report writing skill. Have ability to work independently under pressure and adhere to deadlines. Sound interpersonal relationship, ability to multitask, mentorship, planning, organizing and problem-solving skills. Ability to act with tact and discretion .Candidate must be professional in handling customers on the telephone must be Computer literacy (Ms. Office Package). Experience in a Call Centre environment will be an added advantage. Knowledge and application of Batho Pele Principles.
- DUTIES** : The successful candidate will be responsible for receive incoming telephone calls, determines purpose of calls, and log calls to the system and assign to appropriate personnel or department. Answers questions about organization and provide callers with address, directions, and other information. Perform other administration duties as required by management. Provide first line desktop support to end-users. Ensure that Call Centre services are running effectively and efficiently. Liaise with customers and stakeholders. Candidate should willing to work shifts. Maintain good customer relations. Write and submit timely reports on performance, targets and customer queries. Maintain records of the conversations with the customer and analyze the data. Handle Call Centre equipment appropriately and using the equipment according to specifications and monitor utilization. Comply with the performance management and development system.
- ENQUIRIES APPLICATIONS** : Mr T Mohale Tel No: (011) 933 9392
 : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 28 January 2022
- POST 01/83** : **STAFF NURSE REF NO: STDH/00045 (X1 POST)**
 Directorate: Nursing
- SALARY CENTRE** : R173 952 – R195 771 per annum, plus benefits
 : Sizwe Tropical Disease Hospital

- REQUIREMENTS** : Grade 12 (STD10) or equivalent Qualification, two year Enrolled Nurse certificate that allows registration with the South African Nursing Council {SANC}as an Enrolled nurse. Proof of current registration with the South African Nursing Council (SANC) as Enrolled Nurse. A minimum of one (1) year appropriate experience in nursing after registration with the SANC as Enrolled Nurse. Experience as a Nurse will be an added advantage. Good communication skills, basic writing skills, ability and good interpersonal skills to function as part of a team. Knowledge of nursing care processes and procedures, Quality assurance, patients experience of care, patients' safety, infection control and other relevant legal frame works e.g. Ideal Hospital Realization. Good ethical practice and caring attitude.
- DUTIES** : To ensure safe and effective clinical nursing practice. Ensure effective implementation of Standard Operating Procedure (SOP) to ensure rendering Quality Nursing Care to patients. Ensure that the Nursing Standards are upheld and maintained. Ensure effective communication according to hierarchy. Ensure optimal utilization of resources. Demonstrate basic understanding of nursing procedures. Demonstrate basic understanding of the legislative framework protocols, policies governing the Public Service. Ensure that the national core standards (Ideal Hospital realization) are maintained and upheld. Maintain professional growth /ethical standards and self-development.
- ENQUIRIES** : Ms CD Ndebele Tel No: (011) 531 – 4345
- APPLICATIONS** : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham
- NOTE** : To be submitted on a NEW Z83 form, the form must be fully completed and signed, attach copies of qualifications and ID. Do not certify such copies. A detailed Curriculum Vitae (CV) with two or more references must be attached. Applicants must indicate the department for which they are applying for. Incomplete applications and applications received after closing date will not be considered. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
- CLOSING DATE** : 28 January 2022