

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

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

APPLICATION : Applicants must apply online at: www.gautengonline.gov.za

CLOSING DATE : 11 February 2022

NOTE : Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) and ID-document (only shortlisted candidates will be required to submit certified copies of qualifications). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Successful completion of the senior management Pre-entry (Nyukela) is required before the appointment can be made. Enrolment of the course should be made on the National School of Governance (NSG) website at <https://www.thensg.gov.za/training-sms-pre-entry-programme>. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).

MANAGEMENT ECHELON

POST 03/141 : **CHIEF DIRECTOR: CORPORATE SUPPORT SERVICES REF NO: REFS/012909**
Chief Directorate: Corporate Support Services

SALARY : R1 251 183 per annum, (an all-inclusive remuneration package)

CENTRE : Johannesburg

REQUIREMENTS : Matric plus undergraduate qualification (NQF Level 7) and post graduate qualification (NQF Level 8) as recognised by SAQA. 8-10 years' relevant experience with a minimum of 5 years' experience in Senior Management Services. No criminal record or any cases pending against you. A valid code 08/10 driver's license. Knowledge and Skills: Human Resource Management policies and procedures, Government priorities, PFMA, Treasury Regulation, PSA, PSR Labour relations. Reporting procedures, Information system, SAPS Act, Regulations and Amendments, SA Constitution, Domestic Violence Act 1998, Child Care Act 1983, Criminal Procedure Act 1977, Employment Equity Act 1998, Interpreting and evaluating information, Verbal and written communication, Organizing/ maintaining information, communicating information, Computer literacy, Problem solving and conflict management, Listening and negotiation, Tact and diplomacy, Teamwork. Discipline, Financial Management.

DUTIES : Manage the provision of legal advisory services, Manage and facilitate the provision of information communication and Technology management services, Manage and monitor the provision of security and facilities services, Manage the provision of communications and event management services, Manage and coordinate the provision of strategic management services, Manage and monitor the provision of human resource management services, Manage resources (Human, Financial, Equipment/ Assets).

ENQUIRIES : Ms Nkhensani Baloyi Tel No: 066 156-6669

DEPARTMENT OF HEALTH

ERRATUM: Dr George Mukhari Academic Hospital. Kindly note that the following post was advertised in Public Service Vacancy Circular 02 dated 21 January 2022. The advert amendments are as follow (1) Registry Clerk: Supervisor Ref No: 012867 (X1 Post): **Requirements:** A grade 12 certificate or equivalent certificate with 3-5 years' experience in Records /Archives Management. A Certificate/ Diploma / Bachelor degree in Records / Archives Management with 0-2 years' experience in Record/Archives management. Experience and understanding of Digital filling systems. Knowledge and understanding of legislations that governs Registry. Knowledge of relevant legislations governing records. Computer literacy (Proof must be attached). Supervisory skills. Be able to communicate well with all levels of Management. A valid driver's license. **Duties:** Overall supervision of records management. Provide records & archives counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render effective filling and records management service. Supervise the process for archiving and/ disposal of records. Implementation of systematic records disposal programme. Development and implementation of institutional records management SOP and guidelines. Supervise Human Resource Registry staff. Apply discipline, allocate and ensure quality of work. Conduct records induction/ training programme. Submission of reports to the supervisor timeously. Implement electronic records management system. Ensure that Registry staff PMDS contracts and Mid-term reviews and final assessments are done timely. Ensure compliance to relevant legislations. The closing date has been extended to the 11 February 2022.

OTHER POSTS

POST 03/142 : **HEAD OF CLINICAL UNIT (CRITICAL CARE UNIT) (X1 POST)**

Directorate: Medical

SALARY : R1 754 739 per annum, (all Inclusive)

CENTRE : Thelle Mogoerane Regional Hospital

REQUIREMENTS : Appropriate postgraduate qualification that allows for registration with the HPCSA as Medical Specialist in a normal specialty as well as a recognized sub-specialty certificate in Critical Care. Proof of current registration is required. A minimum of three (3) years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a recognized sub- specialty certificate in Critical Care. Experience in undergraduate and postgraduate training, including research. Understanding of basic Human Resource matters including labour relations and RWOPS. Understanding of basic Finance matters such as cost drivers and budget allocations. Understanding of basic Supply Chain matters such as developing demand and procurement plans for the unit. Knowledge of legislative prescripts governing Public Service. Managerial and problem-solving skills.

DUTIES : Provide clinical services in the institution. Implement departmental strategic and operational plans for clinical services. The candidate will overlook an 11 bed Intensive Care Unit and an 11-bed high care unit as well as an eight (8) bed critical care unit. For Covid-19 patients. Train and supervise undergraduate and postgraduate students and participate in research. Facilitate clinical governance processes within the department, including clinical audits and clinical risk management. Implement measures to minimize wasteful and fruitless expenditure within the department. Generate the annual demand and procurement plans for the department. Oversee the human resource matters of the department such as leave,

		disciplinary issues and employee wellness. Represent the clinical department at administrative, managerial, clinical committees' meetings and other events.
<u>ENQUIRIES</u>	:	Dr B.J Kandamo Tel No: 011 891 7307
<u>APPLICATIONS</u>	:	should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext.14, Vosloorus, 1475, 1st Floor HR reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
<u>NOTE</u>	:	Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . Documents to be attached are ID document, Copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, driver's license. Failure to submit all the requested documents will result in the application not being considered. Note: Copies need not be certified when applying for a post. The Communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	11 February 2022
<u>POST 03/143</u>	:	<u>SENIOR CLINICAL MANAGER (MEDICAL) REF NO: WKH 01/01/2022 (X1 POST)</u> Directorate: Medical
<u>SALARY</u>	:	R1 382 802 - R1 653 282 per annum, (inclusive package)
<u>CENTRE</u>	:	Weskoppies Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. A minimum of 6 years appropriate experience as Medical Officer after Registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as a Psychiatrist/recognisable experience of at least 3 years' experience in mental health will be an added advantage. Management experience at a hospital and/or a qualification in Health Management/Leadership will be an added advantage. Computer literate and a valid Driver's licence.
<u>DUTIES</u>	:	Reporting directly to the Chief Executive Officer. Act as overall Manager of Clinical Units and Medical Support & Therapeutic Services. Participate in development and implementation Operational Plans (including management of Conditional Grants, budget planning and expenditure monitoring) and attainment of efficiency indicators. Collaborate with Head of Department of Psychiatry to ensure the coordination of all activities necessary for quality and efficient 24-hour patient care. Assist in Clinical Care Audits and Risk Management Strategies in order to improve Patient outcome. Ensure adherence to relevant Health and Public Legislation including Patient Charter and Batho Pele Principles. Ensure compliance to the Ideal Hospital Framework and Six Ministerial Key Responsibilities. Development and review of clinical guidelines, standard operating procedures and Quality Improvement Projects in clinical services. Represent the hospital at District or Provincial Clinical Managers forum and structures. The protection of Mental Health Care Users rights in accordance with the Mental Health Care Act, 2002, (Act 17 of 2002). Development of Training Programme for a Psychiatric Speciality Hospital. Manage resources (Material, Human and Finances).
<u>ENQUIRIES</u>	:	Mr. M.A. Motaung Tel. No: (012) 319 - 9800
<u>APPLICATIONS</u>	:	Weskoppies Hospital HR posted to Private Bag 113, Pretoria, 0001 or hand delivered to the application box at the entrance at 1 Ketjen Street, Pretoria West or apply online at: www.gautengonline.gov.za
<u>NOTE</u>	:	Applications must be submitted with a Z83 (new form), comprehensive CV, copies of ID (smart card ID and driver's license to be copied both sides) and Qualifications. It is the department's intention to promote equity through the filling of numeric

targets as contained in the Employment Equity Plan in pursuit of diversity, redress and will promote representation in terms of race, disability and gender.

CLOSING DATE : 11 February 2022 at Time: 12H00

POST 03/144 : **MEDICAL SPECIALIST GRADE 1, 2 AND 3 REF NO: REFS/012913 (X1 POST)**
Directorate: Forensic Pathology Services

SALARY : Grade 1 R1 122 630 per annual, (all-inclusive package)
Grade 2: R1 283 592 per annum, (all-inclusive package)
Grade 3: R1 489 665 per annum, (all-inclusive package)

CENTRE REQUIREMENT : Ga-rankuwa FPS
Appropriate qualifications with proof of current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology. This is a consultant position on the Joint Staff Establishment of the Gauteng Forensic Pathology Service and the Department of Forensic Pathology, Sefako Makgatho Health Sciences University. Experience: OSD **Grade 1**: None after registration with the HPCSA as a Medical Specialist. OSD **Grade 2**: minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist. OSD **Grade 3**: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist. Valid (Code E/B) driver's license; Willingness to perform duties outside of normal hours and away from base of employment when required, including overnight and weekend calls, with availability at the relevant Facility / scene within 30 - 45 minutes of the call being logged; Offering professional consultation with relevant stakeholders and provide judicial testimony in Court as required; Ability to work efficiently with co-workers, supervisors and other external agencies e.g. SAPS and NPA; Willingness to keep informed of new developments in Forensic Pathology and Medicine and thus, contribute to the promotion of the Academic Department locally and internationally; Making contributions to assist with training and formulation of policies and procedures for the Department and the Forensic Pathology Service. Computer literacy; Ability to draft, interpret and apply policies and have good communication-, interpersonal relationship-, development- and teaching skills; Ability to be methodical, detail-orientated, uphold high standards and be able to work under pressure and meet deadlines; Ability to communicate clearly and discreetly in person and in writing of reports or letters, in English.

DUTIES : Assistance to the Head: Clinical Department and Head: Clinical Unit in rendering a sound Forensic Pathology Service by active participation in the routine execution of Clinico-pathological duties in the Department, together with support to regional stakeholders; Provision of the full spectrum of forensic pathology and medico-legal death investigation services at consultant level, including death scene attendances, forensic post mortem examinations, ancillary investigations, compilation of relevant reports and Court attendance; Performance of after-hour services during the day and night in the week and over weekends; Participation in the scientific identification process of unknown decedents, inclusive of but not limited to relevant consultation processes; Assisting with teaching and training programs related to under- and postgraduate students, as well as Forensic Pathology Service personnel and other participating stakeholders; Participation in death review programs, in stakeholder interactive programs and in academic programs affiliated to the associated tertiary institution(s); Assisting the Head: Clinical Unit and FPS Management Staff with academic and administrative management duties, including quality assurance and maintaining appropriate OHS.

ENQUIRIES APPLICATIONS : Dr. K.K Hlaise Tel No: (012) 521 4119
must be delivered to: Forensic Medical Service 11 Diagonal Street 13 floor, reception, can be posted to:- Forensic Medical Service P.O Box 7128 Johannesburg 2000. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.

NOTE : Gauteng Forensic Medical Service is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed new Z83 form with a comprehensive CV containing contactable references as well as copies of qualifications (therefore only shortlisted candidates for a post will be required to submit certified documents

on or before the day of the interview following the communication from HR), Valid driver's license (copied both sides) and identity document if it's a card (copied both sides). The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and

- CLOSING DATE** : 11 February 2022
- POST 03/145** : **MEDICAL SPECIALIST GRADE 1, 2 AND 3 REF NO: REFS/012914**
Directorate: Forensic Medical Services
- SALARY** : Grade 1 R1 122 630 per annual, (all-inclusive package)
Grade 2: R1 283 592 per annum, (all-inclusive package)
Grade 3: R1 489 665 per annum, (all-inclusive package)
- CENTRE** : Germiston FPS (X2 Posts)
Springs FPS (X1 Post)
- REQUIREMENTS** : Appropriate qualifications with proof of current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology and/or Anatomical Pathology. This is a consultant position on the Joint Staff Establishment of the Gauteng Forensic Pathology Service (Southern Cluster) and the Department of Forensic Medicine and Pathology, University of the Witwatersrand. Experience: **OSD Grade 1:** None after registration with the HPCSA as a Medical Specialist. **OSD Grade 2:** minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist. **OSD Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist. Valid (Code E/B) driver's license; Willingness to perform duties outside of normal hours and away from base of employment when required, including overnight and weekend calls, with availability at the relevant Facility / scene within 30 - 45 minutes of the call being logged; Offering professional consultation with relevant stakeholders and provide judicial testimony in Court as required; Ability to work efficiently with co-workers, supervisors and other external agencies e.g. SAPS and NPA; Willingness to keep informed of new developments in Forensic Pathology and Medicine and thus, contribute to the promotion of the Academic Department locally and internationally; Making contributions to assist with training and formulation of policies and procedures for the Department and the Forensic Pathology Service. Computer literacy; Ability to draft, interpret and apply policies and have good communication-, interpersonal relationship-, development- and teaching skills; Ability to be methodical, detail-orientated, uphold high standards and be able to work under pressure and meet deadlines; Ability to communicate clearly and discreetly in person and in writing of reports or letters, in English.
- DUTIES** : Assistance to the Head: Clinical Department and Head: Clinical Unit in rendering a sound Forensic Pathology Service by active participation in the routine execution of Clinico-pathological duties in the Department, together with support to regional stakeholders; Provision of the full spectrum of forensic pathology and medico-legal death investigation services at consultant level, including death scene attendances, forensic post mortem examinations, ancillary investigations, compilation of relevant reports and Court attendance; Performance of after-hour services during the day and night in the week and over weekends; Participation in the scientific identification process of unknown decedents, inclusive of but not limited to relevant consultation processes; Assisting with teaching and training programs related to under- and postgraduate students, as well as Forensic Pathology Service personnel and other participating stakeholders; Participation in death review programs, in stakeholder interactive programs and in academic programs affiliated to the associated tertiary institution(s); Assisting the Head: Clinical Unit and FPS Management Staff with academic and administrative management duties, including quality assurance and maintaining appropriate OHS.
- ENQUIRES** : Dr. B Krysztofiak Tel No: (082) 781 6874
- APPLICATIONS** : Applications must be delivered to: Forensic Medical Service 11 Diagonal Street 13 floor, reception, can be posted to:- Forensic Medical Service P.O Box 7128 Johannesburg 2000. Due to technical problems with GPG vacancy website that the

		institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.
<u>NOTE</u>	:	Gauteng Forensic Medical Service is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed new Z83 form with a comprehensive CV containing contactable references as well as copies of qualifications (therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following the communication from HR), Valid driver's license (copied both sides) and identity document if it's a card (copied both sides). The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority.
<u>CLOSING DATE</u>	:	11 February 2022
<u>POST 03/146</u>	:	<u>MEDICAL SPECIALIST PSYCHIATRIST REF NO: REFS/012907</u> Directorate: Clinical Services
<u>SALARY</u>	:	Grade 1 R1 122 630 - R1 191 510 per annual, (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>	:	Dr George Mukhari Academic Hospital Appropriate qualification in Psychiatry which allows Registration as a Specialist Psychiatrist with the Health Professions Council of South Africa (HPCSA). Current Registration with the HPCSA as a Specialist Psychiatrist. Sound knowledge and skills in Psychiatry. Ability to work in a multi-disciplinary team. Knowledge of Legislation, Policies and Procedures pertaining to Mental Health Care Users. Computer literacy. A valid driver's licence.
<u>DUTIES</u>	:	In the General Unit: The provision of Care, treatment and rehabilitation to Mental Health Care Users within the framework of the Mental Health Care Act (No 17 of 2002);involvement in other General Psychiatric work as needed. In the Forensic Unit: to conduct Mental observations in terms of the Criminal Procedure Act (No 51 of 1977); care, treatment and rehabilitation of State Patients in terms of the Mental Health Care Act (No 17 of 2002); involvement in other Forensic Psychiatry work as needed. Teaching and training of Medical Students, Medical Officers and Psychiatric Registrars, as well as other personnel (e.g. Nurses, etc.). To stimulate, assist with and conduct research in the field of Psychiatry. To Supervise and Manage Junior Staff, which would include disciplinary responsibilities if and when necessary. Administrative duties. Active participation in Hospital Committees. To assist with the development of Policies and Protocols of the Hospital. Active participation in quality improvement programs including Clinical Audits, morbidity and mortality meetings and continuous Professional Development activities. To liaise with external stakeholders when appropriate. To always maintain Professional and Ethical Conduct.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr MC Holm Tel No: (012) 529 3876 Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.
<u>NOTE</u>	:	The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Copies of qualifications, ID copy and a CV must be attached. Applicant may apply without certifying their document. Only Shortlisted candidates will be requested to submit certified documents. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to

OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE : 11 February 2022, closing time will be 12h00 on the closing date.

POST 03/147 : **MEDICAL SPECIALIST: INTERNAL MEDICINE REF NO: REFS/012930 (X2 POSTS)**
 Directorate: Clinical Services

SALARY : 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)

CENTRE REQUIREMENTS : Dr George Mukhari Academic Hospital
 : MBChB plus Fellowship of College of Physicians (SA)/MMed Internal Medicine.
 : Current Registration with the HPCSA as a Medical Specialist in the appropriate
 : speciality in the Category-Independent practice.

DUTIES : Provide comprehensive specialist level patient care in the Clinical Services,
 including, inpatient and outpatient care, interdisciplinary consultations, up and
 down-referral with other healthcare facilities; supervise registrars, medical officers,
 medical interns and students, subspecialty duties; Outreach to level 1 and 2 health
 facilities; Organise and supervise clinical and theoretical teaching of undergraduate
 and postgraduate students, participate in university teaching programs and
 examinations; Participate in own research and supervise students' research;
 Management and administration duties pertaining to the speciality and/or
 subspecialty as allocated by Clinical Head; attend and participate in clinical and
 academic governance meetings as well as other administrative meetings of the
 speciality/subspecialty within and outside the hospital/university.

ENQUIRIES APPLICATIONS : Prof ND Madala Tel No: 012 - 521 3276
 : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive,
 Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George
 Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.

NOTE : The Provincial Government of Gauteng is committed to the achievement and
 maintenance of diversity in employment, especially of race, gender and disability.
 Applications must be submitted on a new updated Z83 form obtainable from any
 Public Service Department or from the website and must be completed in full,
 failure to do so will result in your application being not considered. Copies of
 qualifications, ID copy and a CV must be attached. Applicant may apply without
 certifying their document. Only Shortlisted candidates will be requested to submit
 certified documents. The specific reference must be quoted. It is legislative
 requirement that all newly appointed staff members are subjected to Personnel
 Suitability Check (PSC)- Verification, upon appointment within the department. This
 verification processes entails reference checks, identity verification, qualification
 verification, criminal records checks. Successful candidates will be subjected to
 OHS medical surveillance as required by HBA regulations within OHS Act 85 of
 1993.

CLOSING DATE : 11 February 2022, Closing Time will be 12h00 on the closing date.

POST 03/148 : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/012965 (X 1 POST)**
 Directorate: Intensive Care Unit

SALARY : R1 112 630 per annum, (all inclusive)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Appropriate qualifications that allow registration with HPCSA as Medical Specialist.
 Completion of Registrar time in Anaesthesia, Surgery, Emergency Medicine,
 Obstetrics and Gynaecology, or Medicine. Registration with HPCSA as a specialist
 in, Anaesthesia, Surgery, Emergency Medicine, Obstetrics and Gynaecology or
 Medicine. Experience in Critical Care in an accredited Intensive Care unit
 recommended Completion of Colleges of Medicine specialist exam. Current FCS
 (SA) specialist registration with the HPCSA. A resuscitation course APLS (or
 PALS), ACLS, ATLS recommended. Ability to manage a team of junior and senior
 doctors. Ability to establish excellent working relationships with anaesthetic team,
 emergency unit. Proof of current HPCSA registration for April 2021/March 2022.
 Good leadership skills, excellent communication (verbal and written) skills, conflict

resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to health care users. Computer Literacy. A valid driver's license. Experience in the public sector would be an advantage.

DUTIES

: Administrative duties within the Department of Intensive Care. Delivery of clinical services to critically ill patients. Foster and co-ordinate a multidisciplinary approach to the management of critically ill patients. Co-ordinating logistics of ordering and obtaining equipment and pharmaceuticals 4Involvement in hospital committees and liaison with other departments within the hospital. Participate in the functions of the Critical Care Society of Southern Africa that governs the development and management of Intensive Care in South Africa. Staff training theoretical and skills performance of junior doctors and allied medical disciplines at Tertiary and referring hospitals. Development and ongoing provision of undergraduate and postgraduate teaching and assessment. Policy development and implementation .Provision of clinical support and outreach programs. 10. To participate, support and promote research relevant to Critical Care Medicine. Ability to initiate and conduct research will be an advantage. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. To assist in teaching programme of both undergraduates and postgraduates. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

**ENQUIRIES
APPLICATIONS**

: Prof Mathivha Tel No: (011) 933 0270
: 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. A recently updated CV that specifies the following should accompany the completed and signed form: 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

: 11 February 2022

POST 03/149

: **DEPUTY DIRECTOR: RADIOGRAPHER – GRADE 1 REF NO: REFS/012985 (X1 POST)**

Directorate: Radiography

**SALARY
CENTRE
REQUIREMENTS**

: R870 423 per annum, (all-inclusive package)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Bachelor's Degree in Radiography. Computer literacy. Appropriate qualification that allows registration with HPCSA in the relevant profession. Registration with the Health Profession Council of South Africa as a Radiographer plus proof of payment for the period 2021/2022 A minimum of 5 years appropriate experience in the Radiography after registration as a Radiographer with the South African Council as a Radiographer, of which 3 years must be appropriate experience in management. Knowledge of the public service legislations, policies and procedures. Good written, interpersonal and communication skills. Supervisory, planning and organizing skills. Ability to work as a member for a multidisciplinary team. Knowledge and understanding of the Public Finance Management Act. Ability to work in a stressful environment with exceptional ability to motivate staff and subordinates. Ability to manage a number of staff from diverse cultures and background. In depth knowledge in radiography and the new diagnostic modalities. Ability to work independently with minimal supervision.

DUTIES

: Manage, plan, coordinate, implement and maintain the radiography services including forensic Radiography. Responsible for the overall administrative management and supervision of all radiographic services, radiographers and related workers at Chris Hani Baragwanath Academic Hospital. Control, monitor and motivate for human, equipment and other resources. Ensure that radiographic services are provided according to policies, procedures and set standards and all patients are treated competently and effectively. Facilitate research among radiographers and participate in regional and provincial standing committees as delegated. Promoting and implementing ongoing research and projects in the section. Assist with implementing and monitoring of effective record keeping, accurate statistic collections as well as analyses and maintenance of a high standard of quality assurance. Assist with operational staff and student supervision, evaluation and training. Contribute to the departments planning, budgeting and procurement processes as well as monitoring and evaluation. Management of personnel performance and review thereof.

**ENQUIRIES
APPLICATIONS**

: Dr Mustafa Tel No: (011) 933 0269
: 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. A recently updated CV that specifies the following should accompany the completed and signed form:

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** : 11 February 2022
- POST 03/150** : **MEDICAL OFFICER GRADE 1 TO GRADE 3 REF NO: TDH2022/01 (X2 POSTS)**
Directorate: Medical Department
- SALARY** : Grade 1: R833 523 per annum, (all inclusive)
Grade 2: R953 049 per annum, (all inclusive)
Grade 3: R1 106 037 per annum, (all inclusive)
- CENTRE REQUIREMENTS** : Tshwane District Hospital
: MBCHB or equivalent Degrees (independent practice), Proof of current registration. Registration as Medical Practitioner with the Health Professional Council of South Africa. Any post graduate diploma in Paediatrics/Obstetrics/HIV will an added advantage.
- DUTIES** : Rendering of Clinical services, which includes examination and treatment of patients, emergencies, ward rounds and operation procedures. Be rotated through different units of the hospital according to the need of the Hospital. Provides training and leadership to medical interns, nurses and medical Officers doing Community Service.
- ENQUIRIES APPLICATIONS** : Dr. Nkusi SS Tel No: (012) 354-7360
: All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag x179, Pretoria, 0001 Or Candidates should apply directly to the Hospital at HR Department.
- NOTE** : Applications must be submitted on a new Z83 form obtainable from any Public Service Department and must be accompanied by a comprehensive CV, ID and qualifications. Driver's 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. Drivers license and smart card must be copied both sides. The successful candidate will be subjected to pre-employment medical surveillance.
- CLOSING DATE** : 11 February 2022
- POST 03/151** : **OCCUPATIONAL MEDICAL PRACTITIONER (OMP) REF NO: REFS/012949**
Directorate: Occupational Health and Safety
- SALARY** : R833 523 - R897 939.per annum, (all packages inclusive)
- CENTRE** : Dr George Mukhari Academic Hospital

- REQUIREMENTS** : Registered Occupational Medical Practitioner (MBCHB and Occupational Health and or Medicine Diploma/Degree). Specialist Occupational medical Qualification will be an added advantage. Extensive knowledge in all relevant OHS Legislation, COIDA processes and Compensation Fund. Management of costed OHS operational plans and projects. Knowledge of employment law, OHS Act and Regulations. Computer literacy Change management Strategic managements and leadership Financial management Interpersonal Problem solving and strong analysis Strong Report Writing Coaching and Resilience Management.
- DUTIES** : Implement Medical surveillance as prescribed by, Policy, OHS Act and related Regulations; Manage Medical Surveillance inclusive of Biological Monitoring, pre-employment, periodic and exit medical examinations. Management of occupational injuries and disease, incidents and development of incident management protocols; Manage and report injuries on duty and occupational medical emergencies as per exposure to occupational hazards; Management of occupational risks to injuries and diseases among employees. Certification of fitness for work and return to work. Develop Risk Based Medical Surveillance Plans; Ensure that compensation for occupational injuries and diseases cases are managed in a prescribed manner; Manage the provision of primary health care services as part of comprehensive occupational health care in GDOH; Collaborate and Participate in disaster management; Collaborate and participate in Health and Safety inspections; Develop and review occupational health guidelines and protocols. Develop and monitor a Legal Compliance Register for the hospital. Establish and maintain good relations with OHS Stakeholders and other disciplines within the hospital. Lead the development/review and implementation of all OHS/Wellness initiatives including training.
- ENQUIRIES** : Ms. LS Seabelo Tel No: (012) 529 3374
- APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Copies of qualifications, ID copy and a CV must be attached. Applicant may apply without certifying their document. Only Shortlisted candidates will be requested to submit certified documents. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 11 February 2022, Closing time will be 12h00 on the closing date.
- POST 03/152** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/012988 (X3 POSTS)**
Directorate: Psychiatry
- SALARY** : R833 523 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Proof of current HPCSA registration for April 2021/March 2022.
- DUTIES** : Clinical assessment, history taking, mental state examination and physical examination of all patients. Assessment and management of emergencies. Counselling and education of patients and families. Proper clinical record keeping. Preparation of referral letters and discharge summaries for all patients. Recording of all lab results. Participation in ward/department admin and academic program. Commitment to providing emergency care. Highest level of ethics, professionalism

and punctuality. Ability to work in a team and to report all potential conflict of interests and corruption.

**ENQUIRIES
APPLICATIONS**

: Dr W Friedlander Tel No: (011) 933 9239
: 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 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. A recently updated CV that specifies the following should accompany the completed and signed form: 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 reserves 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

: 11 February 2022

POST 03/153

: **MEDICAL OFFICER GRADE 1 REF NO: REFS/012989 (X1 POST)**
Directorate: Urology

**SALARY
CENTRE
REQUIREMENTS**

: R833 523 per annum, (all inclusive)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Proof of current HPCSA registration for April 2021/March 2022. Have primaries. Should have rotated in relevant department.

DUTIES

: Render a full spectrum of Urology inpatient and Outpatient services. Provide clinical guidance to designated clinic staff. Ability to lead standardization of care inspirational to the health care team. Ability to lead a team of health care professionals with integrity and respect. Commitment to organizational values and vision. Dedication to patient safety and quality of health care. Track record of fostering teamwork and collaboration among physicians. Excellent interpersonal

		skills. Perform department administrative duties, and post graduate students. Initiate and participate in clinical research. Render after-hours clinical services.
<u>ENQUIRIES</u>	:	Dr S Doherty Tel No: (011) 933 9611
<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. Applications may also be uploaded online at www.gautengonline.gov.za or http://professionaljobcentre.gpg.gov.za . No faxed applications will be considered.
<u>NOTE</u>	:	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. A recently updated CV that specifies the following should accompany the completed and signed form: 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.
<u>CLOSING DATE</u>	:	11 February 2022
<u>POST 03/154</u>	:	<u>MEDICAL OFFICER/REGISTRAR IN PSYCHIATRY REF NO: WKH 04/01/2022 (X2 POSTS)</u> Directorate: Psychiatry
<u>SALARY</u>	:	R833 523 per annum, (inclusive package)
<u>CENTRE</u>	:	Weskoppies Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with HPCSA as an Independent Medical Practitioner and proof of current registration. At least 6 months experience in psychiatry clinical service. Be able to register as a candidate for MMed Psychiatry at University of Pretoria (UP) and FC Psych SA (College of Medicine -SA) (CMSA).
<u>DUTIES</u>	:	The post is a 4-year joint-appointment as a registrar in psychiatry at the Dept. of Psychiatry at UP and Weskoppies Hospital. The successful candidate must provide clinical service to mental health care users at Weskoppies Hospital, participate in the department's academic programmes, research activities and clinical administrative work. Successful candidate will be expected to rotate through all the

training units as per the HPCSA, CMSA, and University of Pretoria's MMed Psychiatry requirements, within the 4 years.

ENQUIRIES : Prof FB Sokudela Tel No: (012) 319 9741 / 9720 / 9500

APPLICATIONS : Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.

NOTE : Applications should include the New Z83, CV, copies of ID (smart card ID and driver's license to be copied both sides) and qualifications. No need to certify documents, only shortlisted candidates must submit certified documents. Please note that should you not use the New Z83, completed it in full as directed on page one of the form, initialled and signed in full, the department reserves the right to disqualify your application. 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. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability.

CLOSING DATE : 11 February 2022 at Time 12:00

POST 03/155 : **MEDICAL REGISTRAR REF NO: SBAH 008/2022 (X2 POSTS)**
Directorate: Radiology

SALARY : R833 523 per annum, plus benefits

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : MBChB or equivalent degree. Valid registration with Health Professions Council (HPCSA) as an Independent Practitioner. Additional qualification e.g. Primaries, Certificates or Diplomas relevant to the field, ACLS, ATLA, APLS, BSS, etc. Experience in the related field, will be considered. Service delivery to inpatients, outpatients, day patients and emergencies. Teaching and training, conduct research, must perform commuted overtime.

DUTIES : As required by the Department of Radiology, Steve Biko Academic Hospital and the University of Pretoria.

ENQUIRIES : Prof. ZI Lockhat Tel No: 012 354 4360

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 : 11 February 2022

POST 03/156 : **MEDICAL OFFICER GRADE 1 REF NO: SBAH 009/2022**
Directorate: Medical Oncology

SALARY : R833 523 per annum, plus benefits

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as a Medical Officer. Appropriate computer literacy. Willingness to do Clinical research.

DUTIES : Ward rounds, Outpatients clinics, Lectures. Must participate in Clinical Research.

ENQUIRIES : Dr. RM Khanyile Tel No: 012 354 1054

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.
<u>CLOSING DATE</u>	:	11 February 2022
<u>POST 03/157</u>	:	<u>MEDICAL REGISTRAR REF NO: REFS/012990 (X1 POST)</u> Directorate: Psychiatry
<u>SALARY</u>	:	R833 523 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Having the Diploma in Mental Health and/or part 1 exams will be a significant advantage. Must have 6-12 Months experience as Medical Officer in relevant department. Must be a South African citizen or permanent resident. Proof of current HPCSA registration for April 2021/March 2022.
<u>DUTIES</u>	:	The incumbent will be responsible for psychiatric assessments, including risk assessments, clinical management plans, managing patients using safe; evidence based and compassionate patient care plans, and the application of cost containment measures in service delivery. Academically, registrars will attend the Psychiatry teaching programme as per the department of Psychiatry at the University of the Witwatersrand. To conduct research under supervision - with respect to the attainment of the MMED; train in the various psychotherapy modalities; teach and supervise medical and other undergraduate students as well as medical interns. A high level of ethics and professionalism governs the training and service delivery aspects of trainee specialists.
<u>ENQUIRIES</u>	:	Dr W Friedlander Tel No: (011) 933 9239
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	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. A recently updated CV that specifies the following should accompany the completed and signed form: 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

: 11 February 2022

POST 03/158

: **MEDICAL REGISTRAR OBSTETRICS AND GYNECOLOGY (X1 POST)**

Directorate: Obstetrics and Gynecology

SALARY

: R833 523 per annum, plus benefits, (all Inclusive Package)

CENTRE

: Dr George Mukhari Academic Hospital

REQUIREMENTS

: MBChB or equivalent. Current registration with the HPCSA as an independent medical practitioner. Attainment of Primary examinations will be added as an advantage. The functions of this position encompass aspects of patient care, service delivery, education and research. The service aspects include quality patient care, under supervision. The academic programme will include patient care presentations, bedside teaching, subject discussions and attendance of the post graduate academic meetings. This position is intended for development of candidates who are pursuing a career in Obstetrics and Gynaecology.

DUTIES

: Locate work in a public service context. Plan and organize work to achieve objectives that meet service standards; lead a team to solve workplace problems and conflicts; identify performance requirements and improve work team performance. Manage own performance and development. Communicate in the work place and in the work team; lead change in the workplace. Produce data and analyze statistics for workplace operations in the department – Logbook. Deliver and monitor client service, Secure and allocate resources and a budget to achieve workplace objectives; maintain physical and electronic information records and use technology and/or equipment to achieve work team objectives.

ENQUIRIES

: Dr MC Holm Tel No: (012) 529 3876

APPLICATIONS

: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.

NOTE

: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Copies of qualifications, ID copy and a CV must be attached. Applicant may apply without certifying their document. Only Shortlisted candidates will be requested to submit certified documents. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993. Applicants who previously applied are advised to re-apply.

CLOSING DATE

: 11 February 2022, closing time will be 12h00 on the closing date.

POST 03/159

: **DEPUTY DIRECTOR: INTERGRATED EMPLOYEE HEALTH & WELLNESS PROGRAMME REF NO: REFS/012995 (X1 POST)**

Directorate: Human Resources

SALARY

: R744 255 per annum, (all-inclusive remuneration package)

CENTRE

: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS

: A three (3) year National Diploma (NQF6) / Undergraduate Bachelor's Degree (NQF7) in Social Sciences / Occupational Health and Safety or Environmental Health or Nursing. Registration with a relevant professional council. A minimum of ten (10) years' experience in Employee Health Wellness, Human Resources, and Transformation Programmes related fields and Occupational Hygiene Risk

Management. Five (5) of the 10 years' experience, must be in a managerial level (Assistant- Director), most preferably in the Employee Health and Wellness functional area. Knowledge and understanding of Employee Health and Wellness theory, practice and management. Knowledge of the Department of Public Service and Administration (DPSA) Employee Health and Wellness Framework plus concomitant policies such as Health and Productivity, Wellness Management, HIV, AIDS, STI & TB, SHERQ, PILIR, Mental Health Policy Framework, National Strategic Plan and Policy on Reasonable Accommodation and Assistive Devices (PRAAD) for employees with Disabilities in the Public Service. Knowledge of Human Resources and Organisational Development Policies, procedures, and guidelines. Knowledge of relevant Human Resource legislation, such as the OHS Act, COIDA, BCEA, LRA, PSA, EEA, etc including applicable PSCBC Resolutions. A valid Drivers; license and computer literate in Microsoft Office Suite with emphasis on Word, PowerPoint, and Excel. Applicants should be prepared to undergo medical surveillance as an inherent job requirement.

DUTIES

: To promote disease and chronic illness management in the Hospital. Conduct awareness programmes on the functions and purpose of health surveillance and the relevant laws and regulations. To promote the management of mental health and psychosomatic illnesses. Develop and implement a toolkit for mental health promotion in the workplace, which looks at practical steps for addressing mental health. To manage injury on duty and incapacity due to ill health. Put measures in place to integrate Health Risk Assessments and Productivity Management. To promote occupational health education and promotion. To provide educational health education to employees to exercise more control over their own health and their environments to make choices conducive to their own health and environments. To manage the Staff Clinic and resources allocated to the sub-directorate. Supervise and manage staff.

**ENQUIRIES
APPLICATIONS**

: Mr. A Mbalati Tel No: (011) 933 9563
 : 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 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

:

11 February 2022

POST 03/160

:

CLINICAL PSYCHOLOGIST GRADE 1 REFS NO: SBAH 010/2022

Directorate: Clinical Psychology

SALARY

:

R724 062 per annum, plus benefits

CENTRE

:

Steve Biko Academic Hospital

REQUIREMENTS

:

Registration with HPCSA as a Clinical Psychologist. Good report writing skills, multilingualism, and the ability to communicate with children and adults. Experience in a Psychiatric hospital will be a recommendation.

DUTIES

:

Perform clinical and administrative duties as required by the service delivery needs of the department. Perform service delivery for both adults and children in-patients as a Clinical Psychologist. Consult liaison for adults and children patients as required.

ENQUIRIES

:

Ms. LA Nkosi Tel No: 012 354 1181

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

:

11 February 2022

POST 03/161

:

CLINICAL PSYCHOLOGIST GRADE 1 REF NO: REFS/012993 (X1 POST)

Directorate: Psychiatry

SALARY

:

R724 062 per annum, (all-inclusive package)

CENTRE

:

Chris Hani Baragwanath Academic Hospital

REQUIREMENTS

:

Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Psychologist with a relevant registration category (i.e clinical) and proof of current registration. (RSA: No experience required after registration with the HPCSA as Psychologist in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa), (Foreigner: 1 Year relevant experience required after registration with HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa). Please note this position is a Joint Appointee position, which means that you would be involved with teaching and training within the Psychiatry Department Knowledge, Skills, Training and competence required: Sound clinical knowledge regarding Clinical Psychology diagnostic assessment and treatment procedures. Knowledge and the ability to administer and interpret psychological tests. Ability to function in a multi-disciplinary team. Excellent Communication and interpersonal relationship skills. Quality Assurance and Improvement. Problem solving skills. Planning and organising. Offer outreach services.

DUTIES

:

Assess persons by means of clinical interviews. Administer and write reports on psychometric assessments. Ability to conduct individual, group and family psychotherapy. Ability to communicate with patients and relatives. Maintain accurate records and statistics. Ability to offer psychotherapy and assessment supervision to interns Clinical Psychologists as well as Psychiatry Registrars

ENQUIRIES

:

Ms Jasmin Kooverjee Tel No: (011) 933 8834

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. Applications

NOTE

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. A recently updated CV that specifies the following should accompany the completed and signed form: 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 reserves 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

11 February 2022

POST 03/162

PHARMACIST GRADE 1 REF NO: PHOLO 2022/01/01

Directorate: Pharmacy

SALARY

Grade 1: R703 773 – R746 958 per annum, (all-inclusive package)

CENTRE

Pholosong Hospital

REQUIREMENTS

Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows for registration with the SAPC. Registration with SAPC as Pharmacist and proof of current registration. Comprehensive knowledge of Government regulations and policies. Computer literacy (Ms. Word, Ms. Excel, Power Point) including RX-solution and RDM. Engage in overtime and after hour's call. Administrative and people management skills. Sound communication skills (both verbal and written). Good planning and organizational skills. Good problem solving and interventional skills. Must be highly motivated and enthusiastic to contribute to pharmaceutical services in the public sector.

DUTIES

Provide pharmaceutical care, including prescription evaluation, dispensing of medication and provision of information to ensure patient compliance and therapeutic success. Ensure the cost effective and efficient procurement, storage, control and distribution of pharmaceuticals. Prevention of fruitless and wasteful expenditure by enforcing adherence to the Standard Treatment Guidelines (STGs), rational prescribing and utilisation of medication and through appropriate stock management. Provision of medicine related information to the public and other healthcare professionals. Ensure compliance to institutional formulary, EML and promote the rational use of medicines. Professional advisory service, including the

training, education and development of pharmacy staff and other health workers, and promotion of public health. Participate in continuous professional development in order to stay current and also assist with the facilitation of pharmacy staff training and tutoring. Assist the manager in the co-ordination of activities of the Hospital Pharmacy and Therapeutics Committee (PTC), or in any other committees that is of benefit in improving and managing pharmaceutical services. Perform ward checks, clinical ward rounds, overtime and standby duty. Participate in the Implementation of the National Core Standards and ensure compliance with the 6 priority standards. Perform all other duties delegated by supervisor or manager.

ENQUIRIES
APPLICATIONS

: Mr. M. Mccunu Tel No: (011) 812 5275
: Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.

NOTE

: No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. (Only shortlisted candidate will submit certified copies). 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 maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

: 18 February 2022

POST 03/163

: **PHARMACIST- GRADE 1 REF NO: HRM 1/22 (X1 POST)**
Directorate: Pharmacy

SALARY
CENTRE
REQUIREMENTS

: R703 773 - R746 958 per annum, (plus benefits)
: Sterkfontein Hospital
: B. Pharm. Degree or equivalent qualification as per the South African Pharmacy Council (SAPC) accreditation. Registration with the SAPC as a Pharmacist and proof of Current registration. Computer literacy. Good team building, communication and leadership skills. An understanding of the policies and legal framework applicable to the public sector. Ability to work under Pressure. Good problem-solving skills.

DUTIES

: The duties include coordinating leave for staff under his/her supervision. Employee support in conjunction with the Employee Wellness Unit. Managing all pharmacy personnel under his /her supervision. Assisting in the overall management of the pharmacy, including the satellite pharmacies. Compliance with the supervision of the relevant prescribe Acts and the PFMA to the extent applicable to the official. Development and implementation of relevant Standard Operating Procedures. Plan and Coordinate roster/ schedules for the unit, manage staff rotation. Overall responsibility and accountability for drug supply management to ensure the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assisting in the implementation of policy and strategic direction in the pharmacy. Project management and project support as required from time to time. Coordination of training development of pharmacy personnel including Performance Management of staff under their supervision. Ensure and manage the Provision of quality, effective and efficient clinical pharmaceutical service. The role also involves the promotion of public health and compliance with Batho-Pele principles. Deputising for the Assistant Managers when request to do so. Be available for on-call and after hour services. Be involved with continuous improvement process to address service delivery challenges.

- ENQUIRIES** : Mr. L. Monama Tel No: 011 951-8261
- APPLICATIONS** : Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Application must be submitted on fully completed new format Z83 (81/971431 www.dpsa.gov.za) fully completed, CV, copies of ID and Qualifications. The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies) If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
- CLOSING DATE** : 11 February 2022 Time: 12H00
- POST 03/164** : **ASSISTANT MANAGER NURSING PNB4 SPECIALTY REF NO: PHOLO 2022/01/02**
Directorate: Nursing
- SALARY** : R624 216 – R702 549 per annum, (plus benefits)
- CENTRE** : Pholosong Hospital
- REQUIREMENTS** : Diploma/degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse with midwifery. A post basic qualification, with a duration of at least 1 year in Advanced Midwifery and Neonatal Nursing Science accredited with SANC. Proof of current registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as Professional Nurse in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, OHS Act, Patient Rights Charter, Batho-Pele principles, Public Service regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills: Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programs is mandatory. Personal: Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative, Co-operation, Team player, Supportive, Assertive.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Effectively manage the utilisation and supervision of resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth/ethical standards and self- development. Sustain effective management of quality nursing service. Co-ordinate optimal, holistic general and specialized nursing care provided within the set standards and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards, self- development and mentoring of Operational Managers. Maintain and manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the department and have the ability to deal with conflict. Knowledge of DOH policies, develop SOPs and protocol for the department, ensure that the Regulated Norms and Standards are

maintained and upheld. Manage the Human Resource and ensure skilling and quality care. Manage the department efficiently and cost effectively. Coordination of effective training and research. Maintain accuracy and integrity in Collation and consolidation of Midnight statistics. Support the Department of Health Strategic Objectives of quality patient care at night. Compile evidence based reports for continuity of patient care for morning reports and handing over. Implement disciplinary and corrective measures to staff. Implement SOPs for the nursing and Hospital SOPs and maintain evidence based practice. Patient complaints management and resolution of complaints for efficient patient care. Do random patient care satisfaction surveys? Random nursing 75 records audits to improve rendering of safe and evidence-based quality nursing care. Implement hospital contingency plans per given incident and reports. Coordinate and monitor the operations of non-clinical systems that have direct impact to patient care at night. Monitor the flow of patients from emergency units and provide informed directives for continuity of care immediately. Immediate resolution of patients, public complaints, and keep records of all detailed complaints and interventions. Implement complaints and patient safety incidents guidelines Re-advertisement.

- ENQUIRIES** : Ms. M.G. Makgoba Tel No: (011) 812 5162
- APPLICATIONS** : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550.
- NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. (Only shortlisted candidate will submit certified copies). 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 maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be render comprehensive health care social work service incorporating case and group work to patients and their next of kin. Render social work service including mental health setting. Participate in community education work and projects when needed. You would be required to act as a link between the patient and relevant community resources. Function as member of a multi-disciplinary team. Administrative accountability through keeping statistic and effective record keeping as prescribed. Liaison and networking with community resource. Study, Interpret and apply relevant legislation, Policies and protocols. Engage in continuous professional development activities. You will be required to attend ward rounds, conduct home visit, assess home circumstances and provide feedback to the multi-disciplinary team. Must demonstrate basic computer literacy as a support tool to enhance service delivery. Must demonstrate social work values and principles of human rights and social justice made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 18 February 2022
- POST 03/165** : **ASSISTANT NURSING MANAGER (SPECIALITY CLINICAL EDUCATION AND TRAINING UNIT) REF NO: ANM2022/1 (X1 POST)**
Directorate: Nursing
- SALARY** : R624 216 – R702 549 per annum, plus benefits
- CENTRE** : Thelle Mogoerane Regional Hospital
- REQUIREMENTS** : Grade 12 (standard 10). A Basic R425 qualification or equivalent qualification that allows registration with the SANC as Professional Nurse and a Midwife, Psych and community/public health nursing. Registration with the SANC 2022 as Professional

Nurse and a Midwife with proof of current registration. A post basic level 8 qualification in nursing education registered with the nursing council. Master's Degree in nursing sciences. A minimum of 10 years' appropriate/ recognisable experience in nursing after registration as Professional Nurse and Midwife with the SANC in General Nursing and Midwifery and 6 years of the experience above must be a relevant experience after obtaining post basic course in Nursing Education. Proven 3 years of experience at a management level. Computer certificate. Added advantage- proven experience in skills development for nurses.

DUTIES

: Monitor and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the updated nursing education curriculums. Manage and monitor the implementation of clinical nursing education guidelines for effective development of skills and nursing competencies. Monitor the development of relevant clinical lesson plans. Provide adequate supervision on the creation of skills development plan for nursing. Play a role in the screening of patient safety incidences and complaint management committee. Monitor the adequate planning of resources for this unit. Monitor quality report writing for presentation in quarterly reviews and annual reports. Sustain the effective communication between the hospital and the nursing colleges. Attend to staff and wellness issues to sustain productivity and initiate team building initiatives for staff motivation, ability to efficiently work within available resources. Attend to all nursing students needs objectively from both public and private Nursing Education Institutions. Demonstrate advanced knowledge of different types of student learning plans. Skills: Demonstrate a basic understanding of HR and financial policies and practices. Work as part of a multidisciplinary team to ensure skills development for nursing staff. Demonstrate effective communication with relevant stakeholders, other health professionals and junior colleagues including more complex report written when required. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Must have basic computer skills. Participate in training, research and self-development. Display a concern for quality patients care, promoting, advocating and facilitating proper skills development plans. Promote achievement of hospital norms and standard through screening of identified gaps in relation to nursing staff skills and competency development

ENQUIRIES
APPLICATIONS

: Mr. M.T.K. Zondi Tel No: (011) 891 7299
: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor HR Reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE

: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillanceas required in the HBA at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 form signed and initialed accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; Note: Copies need not be certified when applying for a post. The Communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview Following Communication from HR. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and

redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference.

CLOSING DATE

: 11 February 2022

POST 03/166

: **ASSISTANT NURSING MANAGER (SPECIALTY ORTHOPEDICS) REF NO: ANM2022/2 (X1 POST)**

Directorate: Nursing

SALARY

: R624 216 – R702 549 per annum, plus benefits

CENTRE

: Thelle Mogoerane Regional Hospital

REQUIREMENTS

: Grade 12 (standard 10). A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and a Midwife. Registration with the SANC as Professional Nurse and a Midwife with proof of current registration 2022. A post basic qualification in medical and surgical nursing (orthopedics). A minimum of 10 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse and Midwife with the SANC in General nursing and Midwifery and 6 years of the experience above must be a relevant experience after obtaining post basic course in medical and surgical nursing (orthopedics). Proven 3 years of experience at a management level. Computer certificate. Added advantage will be 3-5 years' experience working in orthopedics wards as Operational Manager at a level 2 or 3 hospital. Current registration with SANC for 2022.

DUTIES

: Monitor and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Manage and monitor the implementation of health care standards for effective patient care. Monitor the provision of quality of data. Provide adequate supervision of service delivery points for effective support. Supervise proper management of patient safety incidents for effective prevention of recurrence. Monitor the adequate planning of resources for patient safety in the units under supervision. Monitor quality report writing from nursing records to reporting to other levels of management. Monitor the effective management of resources from all units under your care. Attend to staff and wellness issues to sustain productivity and initiate team building initiatives for staff motivation, ability to efficiently work within available resources. Manage the utilization of beds effectively and efficiently. Monitor the development of cost-effective demand plan. Skills: Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Must have basic computer skills. Participate in training, research and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Promote achievement of hospital norms and standards targets. Be prepared to work night duty.

ENQUIRIES

: Mr. M.T.K. Zondi Tel No: (011) 891 7299

APPLICATIONS

: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor HR Reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE

: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillances required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 form signed and initialed accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Note: Copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates.

Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference.

- CLOSING DATE** : 11 February 2022
- POST 03/167** : **ASSISTANT MANAGER QUALITY ASSURANCE PNA-7 SPECIALTY REF NO: CHBAH 531 (X1 POST)**
Directorate: Quality Assurance
- SALARY** : R624 216 per annum, (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic 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. A minimum of 8 years appropriate/recognisable experience in nursing as a professional nurse after registration with SANC. At least three years of the period above must be experience as a manager/shift leader. Documented evidence of experience within quality assurance matters is necessary and should be attached to the application documents. Those with other relevant experience with relevant qualifications are also welcomed to apply. A valid Driver's license. Have knowledge of computer e.g., Power point, Excel and Word and be able to apply. Have good interpersonal skills and report writing.
- DUTIES** : To deal with all matters relating to Regulated norms and Standards together with Ideal Hospital Realisation Framework. Coordinate all the activities related to queue management in the hospital. Coordinate the complaints management processes within the hospital. Contract and review the staff members falling under your management. Assist with the quality assurance monitoring and evaluation framework. Source and obtain data and information to measure progress and compliance with quality assurance targets, norms, required for the development of measurable performance indicators related to the quality of care in the institution. Drafting of annual, quarterly and other relevant quality assurance performance reports.
- ENQUIRIES** : Mr. NB. Mulaudzi Tel No: (011) 933 0134/9779
- 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 : 11 February 2022

POST 03/168 : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE) REF NO: RG/122113 (X1 POST)**
Directorate: Johannesburg Health District

SALARY : R624 216.per annum, (plus benefits)
CENTRE : Sub-District G- Ennedale Ext.8 Community Health Centre (CHC)
REQUIREMENTS : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse specialty and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 10 years; appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management/supervisory level. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). Financial management and human resource management; Leadership, organizational, decision making and problem solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation. Computer literacy is mandatory. Driver's license will be an added advantage.

DUTIES : To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by the facility. To ensure compliance to professional and ethical standards at all times. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facility. Facilitate provision of a comprehensive package of service at PHC level and ensure that the unit adheres to the principles of Batho Pele. Ensure effective implementation of Service and Quality Improvement Plans, Occupational Health and Safety as well as Quality Assurance Program etc. Ensure compliance with clinical protocols, norms and standards within the clinic. Adhere to Office of the Health Standard Compliance and ensure effective achievement on Ministerial Priorities, Ideal Clinic Compliance and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS); develop and implement staff training plan. Attend to grievances of staff and administer discipline; and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of day, weekly, monthly, quarterly and annual reports. Manage and implement COVID 19 guidelines. General administration duties and management soft skills is mandatory.

ENQUIRIES : Mr. P Mathole Tel No: 011 213 9708

APPLICATIONS : Applications should be emailed to JhbHealth.DistrictJobApplications@gauteng.gov.za. Please ensure that the reference number is quoted correctly.

NOTE : The fully completed and signed new z83 form should be accompanied by a recent updated CV, ID& Licence must be both sided as well as all copies qualifications. Such copies need not be certified when applying for a 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. The recommended candidates will be subjected to positive results of the security clearance process (criminal records), the verification of educational qualifications certificates and medical assessments. Incomplete applications or applications received after closing date will not be considered. People with Disabilities Are Encouraged To Apply

CLOSING DATE : 11 February 2022

POST 03/169 : **ASSISTANT NURSING MANAGER - AREA (PRIMARY HEALTH CARE) (X1 POST)**
Sub-District G

SALARY : R624 216 per annum, (plus benefits)

CENTRE : Directorate: Johannesburg Health District

REQUIREMENTS : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse specialty and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 10 years; appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management/supervisory level. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). Financial management and human resource management; Leadership, organizational, decision making and problem solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation. Computer literacy is mandatory. Driver's license will be an added advantage.

DUTIES : Responsive and accountable stewardship of District Health Services by overseeing to it that Annual Performance targets are met by: Providing comprehensive District Health Services ranging from nursing services in maternal and child health, in and out-patients, occupational, infection, environmental, rehabilitative, quality assurance and any associated care as may be deemed fit by relevant authority(ies). Implement Batho Pele principles, Patients' Rights Charter. Ensure implementation of Quality Assurance determinations including Ideal Health Facility Realization Programme and Office of the Health Standards Compliance prescripts. Monitor development, implementation, monitoring and evaluation of Quality Improvement Plans. Manage the development, Implementation and updating of relevant Standard Operating Procedures. Ensure effective efficient management of all resources. Promote practice and compliance with ethical and professional expectations. Operate and manage relevant District Health Information Management System.

ENQUIRIES : Mr. P Mathole Tel No: 011 213 9708

APPLICATIONS : Applications should be emailed to JhbHealth.DistrictJobApplications@gauteng.gov.za. Please ensure that the reference number is quoted correctly.

NOTE : The fully completed and signed new z83 form should be accompanied by a recent updated CV, ID& Licence must be both sided as well as all copies qualifications. Such copies need not be certified when applying for a 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. The recommended candidates will be subjected to positive results of the security clearance process (criminal records), the verification of educational qualifications certificates and medical assessments. Incomplete applications or applications received after closing date will not be considered. People with disabilities are encouraged to apply.

CLOSING DATE

: 11 February 2022

POST 03/170

: **HOD: ACADEMIC REF NO: HODACD/01/2022 (X1 POST)**

SALARY

: R588 390 - R682 098 (PND1) per annum, (plus benefits)

CENTRE

: Rahima Moosa Campus

REQUIREMENTS

: Registered with SANC as a General Nurse and Midwife or R.425 programme, Degree in Nursing Education and Administration, Diploma in Critical Care OR Trauma &Emergency OR Nephrology Nursing Science. Applicable Nursing Master's Degree. Minimum of 9 years appropriate/ recognizable nursing experience after registration as a Professional Nurse. Of these 2 years must be in the appropriate specialty, with a minimum of five years' experience as a Nurse Educator. Post basic Nursing Education will be an advantage. Proof of computer literacy is required (Word, PowerPoint, Excel). SANC registration, certificates and current SANC receipt and a code 8 drivers' license to be submitted. Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Knowledge of Human Resource and Finance Management, current changes in nursing education, curriculum development and accreditation processes, experience in planning, organizing, evaluation, leading and controlling.

DUTIES

: The officer should be able to: Develop curriculum and supporting documents to meet accreditation requirements with SANC and CHE; Co-ordinate the provision of education and training of specialist student nurses; Manage clinical learning exposure of students; Develop and monitor implementation of quality assurance programs; Orientate, supervise and appraise staff members (PMDS) in the academic departments; Participate in and evaluate the presentation of academic programs (theory and clinical practice); Plan and manage academic programs; Be capable of employing and monitoring a variety of teaching strategies to reach the required programme outcomes; Develop, evaluate, review and implement policies and circulars; Effectively and efficiently utilize electronic technology; Implement appropriate problem-solving strategies; supervise the marking and moderation of theoretical and practical examinations. Provide academic support to students. The officer should participate professional activities, continuing education and Research activities; Collaborate with other stakeholders and build a sound relationship within the Department. Ability to participate in daily management of the College and oversee the supervision of students. Adhere to the Public Service Code of Conduct including dress code. Be knowledgeable about current nursing education legislation i.e. SANC, CHE, DHET, etc.

ENQUIRIES

: Ms. MP. Molekwa Tel No: (011) 247- 3304-3300/ Mr AT Tsoke Tel No: 011 247 3321

APPLICATIONS

: All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093. Human Resource Department, Private bag x116 Melville, 2109.

NOTE

: All applications must be submitted on the new Z83 form. Include a CV stating all your competencies, training and knowledge. Employment history must reflect the complete calendar date (e.g. 01 April 2017 to 30 May 2020). Include copies of your matric certificate, ID document, driver's license, proof of computer literacy, current SANC receipt and certificates of all qualifications. Driver's license and smart card must be copied both sides. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualification certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.

CLOSING DATE : 11 February 2022

POST 03/171 : **OPERATIONAL MANAGER NURSING SPECIALTY: OPERATING THEATRE**
REF NO: SBAH 011/2022
Directorate: Nursing- Operating Theatre

SALARY : R571 242 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 as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year Diploma in Critical care Nursing Science .A minimum of 9 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. Service certificates are compulsory. At least 5 years of the period referred to above must be appropriate \ recognizable experience after obtaining the one year post basic qualification in Critical Care Nursing Science. Strong leadership, good communication and sound interpersonal skills are necessary, Computer literate. Verified proof of experience. Service certificates compulsory, South African Nursing Council annual practicing certificate. A Valid driver's license.

DUTIES : Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional \legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth\ethical standards and development of self and subordinate.

ENQUIRIES : Ms. 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 : 11 February 2022

POST 03/172 : **OPERATIONAL MANAGER NURSING SPECIALTY: ORTHOPAEDIC REFS NO: SBAH 012/2022**
Directorate: Nursing- Orthopaedic

SALARY : R571 242 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 as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year Diploma in medical and surgical nursing science Orthopaedic Nursing. A minimum of 9 years appropriate \ recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 5 years of the period referred to above must be appropriate \ recognizable experience after obtaining the one year post basic qualification in Orthopaedic Nursing .Diploma/degree in Nursing Management will be an added advantage .Service certificates are compulsory. South African Nursing Council annual practicing certificate. Strong leadership, good communication and sound interpersonal skills are necessary, Computer literate. Verified proof of experience. A Valid driver's license.

DUTIES : Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional \legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth\ethical standards and development of self and subordinate.

ENQUIRIES : Ms. 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 : 11 February 2022

POST 03/173 : **OPERATIONAL MANAGER NURSING SPECIALTY: RADIATION ONCOLOGY**
REFS NO: SBAH 013/2022
Directorate: Nursing- Radiation Oncology

SALARY : R571 242 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 as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year in Oncology Nursing Science. A minimum of 9 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. Service certificates are compulsory. At least 5 years of the period referred to above must be appropriate /recognizable experience after obtaining the one year post basic qualification in Oncology Nursing Science. Strong leadership, good communication and sound interpersonal skills are necessary, Computer literate. Verified proof of experience. Service certificates compulsory, South African Nursing Council annual practicing certificate. A Valid driver's license.

DUTIES : Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional /legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth/ethical standards and development of self and subordinates.

ENQUIRIES : Ms. 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 : 11 February 2022

POST 03/174 : **ASSISTANT MANAGER NURSING NIGHT DUTY SERVICES: PNA7 REF NO: REFS/012916 (X1 POST)**
Directorate: Nursing

SALARY : R571 242 - R662 223 per annum
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : Basic R425 qualification (i.e. An appropriate Bachelor's Degree/ Diploma in nursing or equivalent qualifications that allows registration with the South African Nursing Council) as a professional nurse. Current proof of registration with SANC as a Professional nurse. Diploma/Degree in Nursing Administration/ Management registered with South African Nursing Council. A minimum of eight (8) years appropriate /recognizable experience in nursing after registration as a professional nurse. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Signed service record to be submitted. Sound managerial skills, computer literacy and knowledge of financial management. Good verbal and written communication skills. Must be computer literate in Microsoft Package (MS Word, Excel and PowerPoint). Willingness to work under pressure and beyond a call of duty.

DUTIES : Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render effective filing and record management service. Supervise the processing and process for archiving

and / Disposal of records. Supervise Human resources /staff. Apply discipline, allocate and ensure quality of work. Ensure that staff PMDS contracts and Midterm reviews are done timely.

ENQUIRIES
APPLICATIONS

: Ms. FF Mafisa Tel No: (012) 529 3873
: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.

NOTE

: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Copies of qualifications, ID copy and a CV must be attached. Applicant may apply without certifying their document. Only Shortlisted candidates will be requested to submit certified documents. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

: 11 February 2022, closing time will be 12h00 on the closing date.

POST 03/175

: **OPERATIONAL MANAGER SPECIALTY: PNB-3: ORTHOPAEDICS REF NO: REFS/012911 (X1 POST)**
Directorate: Nursing

SALARY
CENTRE
REQUIREMENTS

: R571 242 – R642 933 per annum, (plus benefits)
: Dr George Mukhari Academic Hospital
: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with duration of at least 1 year accredited with SANC in the relevant speciality. Registration with SANC as Professional Nurse. Proof of current registration as Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).Nursing Management/Administration will serve as an added advantage. Computer literacy. Ability to function as part of a team and display good professional image.

DUTIES

: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determine by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and subordinates, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Implement nursing legislations and related legal and ethical nursing practices. Compile and analyze reports to improve quality of patient care.

		Manage resources effectively and efficiently in the unit. Must be prepared to work night shifts when needs arise and relieve the supervisor when required.
<u>ENQUIRIES</u>	:	Ms. FF Mafisa Tel No: (012) 529 3873
<u>APPLICATIONS</u>	:	Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.
<u>NOTE</u>	:	The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Copies of qualifications, ID copy and a CV must be attached. Applicant may apply without certifying their document. Only Shortlisted candidates will be requested to submit certified documents. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
<u>CLOSING DATE</u>	:	11 February 2022, closing time will be 12h00 on the closing date.
<u>POST 03/176</u>	:	<u>OPERATIONAL MANAGER (SPECIALTY NURSING) OCCUPATIONAL HEALTH AND SAFETY REF NO: REFS/012952</u> Directorate: Occupational Health and Safety
<u>SALARY</u>	:	R571 242 – R642 933 per annum, (plus benefits)
<u>CENTRE</u>	:	Dr George Mukhari Academic Hospital
<u>REQUIREMENTS</u>	:	A Basic R425 qualification (i.e. diploma or degree in nursing) and equivalent NQF 6 certificate in Occupational Health Nursing Science that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. A post basic nursing qualification with duration of at least 1 year accredited with SANC in the relevant speciality (OHS). A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific speciality (OHS) after obtaining the 1 year post basic qualification in the relevant speciality. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). Competencies/Knowledge/Skills: Leadership, Unit management/ 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. Knowledge of OHS Act and Regulations and COID Act. Must have good time management, computer literacy, personal and professional organisational skills, emotional intelligence and problem solving skill. Applicant must be prepared to undergo pre-employment occupational medical surveillance as an inherent job requirement. Comply with relevant regulatory framework.
<u>DUTIES</u>	:	Supervise the administration of OHS clinic and all OHS activities taking place outside the clinic. Ensure adherence to quality of occupational health care rendered for employees as directed by Professional scope of practice and set Nursing standard within a professional /legal framework. Participate in a programme of health risk assessment to determine workplace stressors and the impact on employees. Monitor compliance to workplace exposure monitoring programme implemented and assist departments with implementation of recommendations thereof. Ensures implementation of medical surveillance programmes planned for the institution. Works collaboratively with other professionals as a leader and member of the occupational health team. Participate in developing OHS Unit operational plan and contribute towards meeting the objectives and targets. Collects, secures and manage OHS health service data, analyse, plan and

recommends accordingly. Manage resources effectively and efficiently. Compile and analyse reports to improve quality of service. Be active in research and self-development. Be supportive, participative and corporative in implementation of new health and safety improving projects initiated by Gauteng Department of Health, e.g. Health WISE and OHASIS Projects. Participate in Disaster Management planning, implementation and evaluation. Establish and maintain good relations with OHS Stakeholders and other disciplines within the hospital.

**ENQUIRIES
APPLICATIONS**

: Ms LC Seabelo Tel No: 012 529 3374
: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.

NOTE

: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Copies of qualifications, ID copy and a CV must be attached. Applicant may apply without certifying their document. Only Shortlisted candidates will be requested to submit certified documents. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

: 11 February 2022, closing time will be 12h00 on the closing date.

POST 03/177

: **OPERATIONAL MANAGER NURSING (SPECIALTY) REF NO: RG/120922 (X2 POSTS)**

Directorate: Johannesburg Health District

**SALARY
CENTRE
REQUIREMENTS**

: R571 242.per annum, (plus benefits)
: Sub-District G- Orange Farm Ext. 7 Clinic and Finetown Clinic
: A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 09 years; appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 2 years of the period referred to above must be appropriate/ recognizable experience at management/supervisory level. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). Financial management and human resource management; Leadership, organizational, decision making and problem-solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation. Computer literacy and a driver's license will serve as an added advantage.

DUTIES

: To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by the facility. To ensure compliance to professional and ethical standards at all times. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facility. Facilitate provision of a comprehensive package of service at PHC level and ensure that the unit adheres to the principles of Batho Pele. Ensure effective implementation of Service and Quality Improvement Plans, Occupational Health and Safety as well as Quality Assurance Program etc. Ensure compliance with clinical protocols, norms and standards within the clinic. Adhere to the Office of the Health Standards Compliance requirements and ensure effective achievement on ministerial priorities, Ideal clinic

compliance and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS), develop and implement staff training plan. Attend to grievances of staff and administer discipline, and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of daily, weekly, monthly, quarterly and annual reports. Manage and implement COVID19 guidelines. General administration duties and management soft skills is mandatory.

- ENQUIRIES** : Mr. P Mathole Tel No: 011 213 9708
- APPLICATIONS** : Applications should be emailed to JhbHealth.DistrictJobApplications@gauteng.gov.za. Please ensure that the reference number is quoted correctly.
- NOTE** : The fully completed and signed new z83 form should be accompanied by a recent updated CV, ID& Licence must be both sided as well as all copies qualifications. Such copies need not be certified when applying for a 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. The recommended candidates will be subjected to positive results of the security clearance process (criminal records), the verification of educational qualifications certificates and medical assessments. Incomplete applications or applications received after closing date will not be considered. People with disabilities are encouraged to apply.
- CLOSING DATE** : 11 February 2022
- POST 03/178** : **ASSISTANT MANAGER NURSING GENERAL/SPECIALTY REF NO: WKH/04/01/2022**
Directorate: Nursing
- SALARY** : R571 242 per annum (PN-A7) / R624 216.per annum (PN-B4) per annum, plus benefits.
- CENTRE** : Weskoppies Hospital
- EQUIREMENTS** : Grade 12. Basic qualification as a professional nurse according to R425 or equivalent qualification that leads to registration with the South African Nursing Council as a professional nurse. Post basic qualification in the specialty area: psychiatry recognized in accordance with R212 will be required to be appointed in the specialty stream (PN-B4). A qualification in nursing administration/ management will be a recommendation. Driver's license. A minimum of 8 years' experience as a professional nurse. To be appointed in the specialty stream, a minimum of 10 years' experience as a professional nurse is a requirement of which at least 6 years' experience should be in psychiatric nursing after obtaining post basic qualification in psychiatric nursing. At least 3 years' experience in management level.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards and a professional / legal framework. Manage effectively the utilization and provision of resources. Coordination 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. PB Schoonwinkel Tel No: 012 319 9877
- APPLICATIONS** : Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.
- NOTE** : Applications should include latest Z83, CV, copies of ID (smart card ID and driver's license to be copied both sides) and qualifications. No need to certify documents, only shortlisted candidates must submit certified documents. Please note that should you not use the latest Z83 and completed, initialed and signed in full, the department reserves the right to disqualify your application. 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. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA).Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.

- CLOSING DATE** : 18 February 2022
- POST 03/179** : **OPERATIONAL MANAGER NURSING SPECIALTY (PN-B3) REF NO: CHBAH 532 (X1 POST)**
Directorate: Nursing Services (Surgery Department)
- SALARY CENTRE REQUIREMENTS** : R571 242 per annum, (all-Inclusive Package)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Medical and Surgical Nursing Science: Orthopaedic Nursing. Competencies/Knowledge/Skills: Competencies: 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, weekends, public holidays and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Realization and Maintenance Framework.
- ENQUIRIES APPLICATIONS** : Mr. N.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** : 11 February 2022
- POST 03/180** : **OCCUPATIONAL HEALTH NURSE PRACTITIONER**
 Directorate: Nursing Department
 Re-advertisement: those who previously applied are encouraged to apply.
- SALARY CENTRE REQUIREMENTS** : R492 756 (Min) – R507 531 (Max) per annum, (plus benefits)
 : Pretoria West District Hospital
 : Matric certificate, Basic R425 qualification i.e. Diploma/Degree in Nursing that allows registration with SANC. Registration with South African Nursing Council as a Professional Nurse Minimum of 7years appropriate, Recognizable experience in nursing after registration as a Professional Nurse. National Diploma in Occupational Health Nursing Science and Knowledge and experience of EAP, HIV/AIDS and OHS will be an added Advantage. Proof of Current registration with SANC. Must be Computer Literate and have a valid driver's license. Knowledge of the Public Service Act and Regulations, EHWP Strategic Framework, the Employment Equity Act, DPSA Directives, Employee Assistance Programme Standards, the Occupational Health and Safety Act as well as PILIR Policy and Guidelines. Skills: Sound organizing, planning, presentation and facilitation skills. Counselling, decision-making, good Communication, crisis and trauma Management. Coordination, research and marketing skills. Good Interpersonal relations Conflict resolution and leadership skills.
- DUTIES** : Provide operational and effective management of the integrated Employee Health and Wellness Program which includes the following policy and Procedures; Strategy development implementation in line with the Public Service framework pillars. Provide confidential assessments, counselling and Follow-up referrals. Identify and maintain relationships with all relevant, Stakeholders for effective implementation of the programmed. Provide onsite Critical incident stress debriefing following traumatic incidents. Identify Manage and implement life management service of lifestyle development Interventions. Develop and implement the Employee Health and Wellness Marketing and promotion strategy. Identify departmental health risk trends and implement effective EHW Programs to enhance the health and wellness of the employees that will promote, protect and restore employee's health within a safe working environment. Perform Medical Surveillance (which may include clinical examinations, biological monitoring and medical tests and Diseases Management of occupational injuries and TB, HEP B, lost time Statistic is and cost data report for safety committee. Inspect facilities, Observe operations and activities and investigate health and safety Complaints. Ensure that OHS committee meets monthly and compile reports as required.
- ENQUIRIES APPLICATIONS** : Ms NL Madiba Tel: No: (012) 380 1206
 : 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

: 11 February 2022

POST 03/181

CLINICAL PROGRAMME COORDINATOR (HAST) (X1 POST)

Directorate: Nursing Department

SALARY

: Grade 1: R492 756 – R507 531 per annum, plus benefits.

CENTRE

: Pretoria West District Hospital

REQUIREMENTS

: Standard 10 or Grade 12. A Basic R425 qualification (i.e. diploma/ degree in nursing) or Equivalent. Qualification that allows registration with the SANC as Professional Nurse. Computer literacy and Must have a driver's license. Current SANC receipt (2021). A minimum of 7 years appropriate/recognizable Experience in nursing after registration as Professional Nurse with SANC in General nursing, previous work Experience in TB/HIV management will be an added advantage. Certificate of Service endorsed by your Human Resource Department. Knowledge of Human Resource procedures in the Public Service and Conditions of Service. Conduct trainings. Communication and interpersonal relationship, monitoring, negotiating, coaching, Problem solving skills, conflict management and counselling skills. Knowledge of nursing care processes, Procedures and other relevant legal frameworks such as Nursing Act, Occupation Health and Safety Act. Knowledge of Patient Rights Charter, Batho Pele Principles, National Core Standards, Disciplinary Code and Procedure, Grievance Procedure etc. Ability to priorities issues and other work-related matters and to comply with time frames. Ability to formulate patients care related policies, vision, mission and objective of the unit. Leadership and supervisory skills.

DUTIES

: Key Performance Areas. Provision of administrative leadership in the unit Extensive knowledge in Policies, guidelines that supports functionality of the Department. Implement NHI initiatives towards achieving Quality of care and Universal coverage. Provide leadership and supportive role in Implementation of monitoring and sustainability of Ideal Clinic Realization and Maintenance. Develop Operational plan of HAST programme Within the Context of Integrated Clinical Service Management. Implementation of quality Improvement plans and Improving of Norms and National Core Standards. Ensure implementation of HIV primary prevention strategies (HTS, Prep, MMC, Condom distribution) Implementation of 90-90-90 strategy towards Improving of (key Population health and achieving quality of life. Ensure Monitoring of staff performance through PMDS Exercise Control through, Discipline, conflict and grievance management. Ensure availability of Updated Guidelines and Policies for quality implementation. Monitor constant Availability of clinical support service supplies for the Implementation of HAST Services, Medical, pharmaceuticals and laboratory supplies. Monitor Performance Indicators as per facility operational targets, input on monthly, Quarterly performance reviews. Conduct clinical Audits as per clinical audit Guideline. Monitor HAST indicators from primary sources, Tier.net. ETR, EDR, Webb DHIS system Monitor as per guideline. Consolidate facility Reports. Conduct HAST stakeholder meeting regularly To develop quality Improvement plans Conduct facility performance reviews, data, verification and validation as Per Data Management policy Management of patient Complaints, waiting times and Patients Experience of Care To improve Customer satisfaction. Conduct outreach campaigns and integrate with Health Calendar activities Liase with internal and external stakeholders to Improve on community integrated services delivery.

ENQUIRIES

: Ms NL Madiba Tel No: (012) 380 1206

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 : 11 February 2022

POST 03/182 : **CHIEF DIAGNOSTIC RADIOGRAPGER GRADE 1 REF NO: SBAH 014/2022**
Directorate: Diagnostic Radiography

SALARY : Grade 1 R473 112 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Diploma /B-RAD /B-Tech in Diagnostic Radiography. At least 6 years' experience as a Diagnostic Production Radiographer. 3 years' experience in a training or Tertiary Hospital. Registration with the HPCSA is compulsory. Computer literacy is essential as all the x-ray units are digital.

DUTIES : Provide, Co-ordinate and supervise a high Quality Radiographic Service. Adhere and ensure compliance with SAHPRA and HPCSA Legislation. Management & Problem Solving: Radiographic Services, Equipment Maintenance, Health & Safety and PMDS. Provision and management of a 24-Hour Service Delivery. Partake and Facilitate staff and student development. Partake and Facilitate CPD as required by HPCSA. Responsible for statistics and weekly roster of department ordering of consumables. High level of responsibility and accountability. Ability and willingness to deal with crisis or disaster even outside of working hours. Provide & supervise a high standard of patient care, safety and radiation protection. Display of Leadership Qualities, Teamwork, -spirit and reliability.

ENQUIRIES : Mrs. S van Niekerk Tel No: 012 354 1379
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 : 11 February 2022

POST 03/183 : **OPERATIONAL MANAGER GRADE 1 (GENERAL NURSING)**
Directorate: Nursing Department

SALARY : R450 939 – R507 531 per annum, (plus benefits)
CENTRE : Pretoria West District Hospital
REQUIREMENTS : Grade12, Basic qualifications accredited with the SANC in terms of Government notice R425 (i.e. Diploma/Degree in nursing as professional nurse plus midwifery). The incumbent must be in the possession of evidence of Current registration with the South African Nursing Council (SANC) as a professional nurse, a minimum of 7 years appropriate and recognizable experience in nursing after registration as Professional Nurse. Basic computer literacy is essential. A valid driver's license. A post basic Nursing administration will be an added advantage. Competence: Leadership, ward management/ward administration, planning, organizing, Coordination 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. An understanding of all Nursing Legislation and Health Act.

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 information to health care users to assist in achieving optimal Health care. Maintain constructive working relationships with nursing and other stakeholders i.e. Interprofessional and multidisciplinary teamwork. Participate in the analysis, formulation and Implementation of nursing guidelines, practices and standard operating procedures. Manage and Monitor proper utilization of resources for human, financial and physical resources. Maintain Professional growth and ethical standard and development of self and subordinates.

ENQUIRIES : Ms.NL Madiba Tel No: (012) 380 1206

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 : 11 February 2022

POST 03/184 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) REF NO: EHD2022/02/01**
 Directorate: Clinical Forensic Medical Services
 Re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R450 939 – R507 531 per annum, (plus benefits)
 : Ekurhuleni Health District
 : Degree/ Diploma in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate experience in nursing after registration as Professional Nurse with SANC in general Nursing. Experience as a sister in charge, working in Clinical Forensic Medicine and post basic nursing qualification in Nursing Management will be added benefit. Valid driver's license and ability to drive. Computer literate, report writing skills, good communication skills, ability to work under pressure, good supervisory skills and interpersonal skills are necessary. Basic understanding of relevant legislation that governs Clinical Forensic Medicine. Evidence of registration with professional regulatory body.

DUTIES : Coordination of optimal, holistic specialized nursing care provided for survivors of gender-based violence within set standards and professional/legal framework. Ensure good clinical practice for prevention of injuries and non- natural deaths to promote quality of care as directed by quality standard of care and professional bodies scope of practice. Promote stakeholders' collaboration, Provision of effective support to CFMS facilities at subdistrict level. Coordinate, Support, monitor and evaluate program related activities including awareness campaigns, trainings, and research. Relief duties of the Assistant Manager partake in overall specialized unit functions, i.e., meetings, team building and debriefing. Maintain professional growth/ethical standards and self-development and development of staff members. Generate weekly and monthly reports.

ENQUIRIES APPLICATIONS : Ms. A. Mabunda Tel No: 011 8761794/0795026773
 : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston, 1400.

FOR ATTENTION NOTE : Human Resource Manager
 : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. 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 department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 11 February 2022

POST 03/185 : **OPERATIONAL MANAGER NURSING GENERAL: PNA-5 (OPD: TSHEPANG CLINIC) REF NO: REFS/012912 (X1 POST)**
 Directorate: Nursing

SALARY CENTRE REQUIREMENTS : R450 939 – R507 531 per annum, (plus benefits)
 : Dr George Mukhari Academic Hospital
 : A Basic R425 qualification (i.e. Diploma/ Degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A minimum of seven (7) years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).Service record must be submitted .Nursing Management will be an added advantage. Knowledge and understanding of Priority Health Programmes. Experience in HIV &AIDS and TB management will be an added advantage. Computer literacy.

DUTIES : Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of subordinate to ensure proper nursing service in the units. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Participate in training, research and self-development. Promote achievement of National Core Standards targets. Be prepared to work shifts including rotating and relieving on night duty. Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES APPLICATIONS : Ms. FF Mafisa Tel No: (012) 529 3873
 : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.

NOTE : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Copies of qualifications, ID copy and a CV must be attached. Applicant may apply without certifying their document. Only Shortlisted candidates will be requested to submit certified documents. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE : 11 February 2022, closing time will be 12h00 on the closing date.

POST 03/186 : **OPERATIONAL MANAGER NURSING GENERAL: PNA-5 REF NO: REFS/012915 (X2 POSTS)**

Directorate: Nursing

SALARY :

R450 939 – R507 531 per annum, (plus benefits)

CENTRE :

Dr George Mukhari Academic Hospital

REQUIREMENTS :

A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A minimum of seven (7) years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).Service record must be submitted .Nursing Management will be an added advantage Computer literacy.

DUTIES :

Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues including more complex report written when required. Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of subordinate to ensure proper nursing service in the units. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of patient care. Participate in training, research and self-development. Promote achievement of National Core Standards targets. Be prepared to work shifts including rotating and relieving on night duty. Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES :

Ms. FF Mafisa Tel No: (012) 529 3873

APPLICATIONS :

Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.

NOTE :

Closing Time Will Be 12h00 On The Closing Date. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Copies of qualifications, ID copy and a CV must be attached. Applicant may apply without certifying their document. Only Shortlisted candidates will be requested to submit certified documents. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)-Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE :

11 February 2022

POST 03/187 :

PROFESSIONAL NURSE (SPECIALTY THEATRE UNIT) REF NO: TDH2022/02 (X1 POST)

Directorate: Nursing Department

SALARY :

R388 974 – R450 939 per annum, (plus benefits)

CENTRE :

Tshwane District Hospital

- REQUIREMENTS** : Basic R425 (i.e., Diploma/Degree in Nursing) qualification or equivalent qualification that allows registration with SANC as a professional Nurse. A post basic nursing qualification in Operating Theatre Nursing Science with a duration of at least 1 year, accredited with the SANC. Registration with SANC as a professional nurse. A minimum of 4 years appropriate/ recognisable experience in nursing after registration as a professional nurse with the SANC in general nursing. Displays acceptable professional image and maintain ethical standards. Knowledge of public servant's code of conduct actively participate in compliance with the NCS, ideal Health and Batho Pele Principles.
- DUTIES** : Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. Perform all theatre nursing practices in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of theatre nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of multidisciplinary team at unit level to ensure good theatre nursing care by nursing team. Work effectively and amicably at all theatre nursing care levels with persons of diverse intellectual, cultural, racial, or religious differences. Able to plan and organise own work and that of support personnel to ensure proper theatre nursing care. Display a concern for patients, promoting advocating, facilitating proper treatment/procedures and care including awareness and willingness to respond to patients needs requirements and expectations (Batho Pele).
- ENQUIRIES** : Mr Budzwa TF Tel No: (012) 354- 7600
- APPLICATIONS** : All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or Candidates should apply directly to the Hospital at HR Department.
- NOTE** Applications must be submitted on a new Z83 form obtainable from any Public Service Department and must be accompanied by a comprehensive CV, ID and qualifications. Driver's 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. Drivers license and smart card must be copied both sides. The successful candidate will be subjected to pre-employment medical surveillance.
- CLOSING DATE** : 11 February 2022
- POST 03/188** : **PROFESSIONAL NURSE (QUALITY ASSURANCE CO-ORDINATOR) REF NO: TRH 02/2022**
Directorate: Nursing
- SALARY** : Grade 1: R388 974 – R450 939 per annum
- CENTRE** : Tshwane Rehabilitation Hospital
- REQUIREMENTS** : Grade 12, Certificate as a Professional Nurse. Current registration with South African Nursing Council. Minimum of 6 or more years of experience as a Professional Nurse. Experience in public health Quality Assurance policies and prescripts. Willing to work under pressure. Report writing skills, presentation skills, communication skills, strong interpersonal skills, and ability to coordinate quality in all sections.
- DUTIES** : Ensure that the Hospital adheres to quality assurance policies and guidelines. Develop and implement Standard Operating Procedure in relation to quality and evaluate the impact thereof. Participate and coordinate all quality activities in the hospital including coordinating quality committee meetings. Be able to manage complains and compliments. Coordinate patients' safety incidents, write reports and send reports to relevant authorities, daily opinion survey, do regular inspection in all departments and give feedback on findings, do patient experience of surveys as required, be able to coordinate ideal hospital evaluation and QIP. Send all relevant quality reports to relevant areas. Train all staff members on quality.
- ENQUIRIES** : Ms MM Rakwena Tel No: (012) 354 – 6135

- APPLICATIONS** : Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Corner Dr Savage and Soutpansberg Road, Pretoria 0001.
- NOTE** : No faxed or emailed applications will be considered. Applications must be submitted on new form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV, ID, qualifications and relevant council registration certificate and proof of current registration. All required documents attached need not be certified when, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. Males and people with disabilities are encouraged to apply.
- CLOSING DATE** : 11 February 2022
- POST 03/189** : **PROFESSIONAL NURSE SPECIALTY (OCCUPATIONAL HEALTH AND SAFETY) REF NO: REFS/012887 (X1 POST)**
Directorate: Occupational Health and Safety
- SALARY** : R388 974 - R450 939 per annum, (plus benefits)
- CENTRE** : Dr George Mukhari Academic Hospital
- REQUIREMENTS** : A post basic nursing qualification with duration of at least 1 year accredited by SANC in speciality referred to. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). Knowledge of Occupational Health and Safety Act 85 of 1993 and COID Act 130 of 1993 including other related legal framework. Ability to communicate effectively with other employees, senior officers, members of public (verbal and written communication). Personal organisation and time management. Computer literacy. Knowledge and application of policies governing the Public Service including Quality Assurance.
- DUTIES** : Implementation of Occupational Health and Safety Act 85 of 1993 and COID Act 130 of 1993. Conduct workplace hazard identification and risk assessment (HIRA) in liaison with managers and ensure there are safe operating procedures where necessary. Conduct training to all categories of personnel. Perform medical surveillance. Maintain all appropriate records and documents relevant to OHS. Participate in Institutions' and Province's determined Committees, Task Teams and Forums for service improvement.
- ENQUIRIES** : Ms LC Seabelo Tel No: 012 529 3374
- APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Copies of qualifications, ID copy and a CV must be attached. Applicant may apply without certifying their document. Only Shortlisted candidates will be requested to submit certified documents. The specific reference must be quoted. It is legislative

requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

- CLOSING DATE** : 11 February 2022, closing time will be 12h00 on the closing date.
- POST 03/190** : **PROFESSIONAL NURSES SPECIALTY (NURSING EDUCATION) REF NO: PROF2022/1 (X3 POSTS)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R388 974 per annum, plus benefits
: Thelle Mogoerane Regional Hospital
: Grade 12 (standard 10). A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse in general nursing. Post basic level 8 nursing education qualification which is registered with SANC. Registration with the SANC as Professional Nurse and as nursing educator with proof of current registration. Added advantage-comprehensive diploma/degree in nursing that allows registration with SANC as a General Nurse/ Psychiatric Nurse/ Community Nurse midwife.
- DUTIES** : Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate an in-depth understanding and implementation of nursing education curriculum for clinical nursing and practice, demonstrate knowledge of understanding the importance of skills development in the workplace. Monitor ethics and professional behavior to clinical nursing practice, understanding of labour relations and HR policies and application thereof, improve multi-disciplinary team approach and maintain health relations with multi-disciplinary team. Demonstrate a basic understanding of the preparation of different clinical lesson plans in conjunction with computer science applications. Demonstrate basic computer literacy as a support tool to enhance service delivery. Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Demonstrate effective communication strategies by presenting a well-prepared teaching/training session after the specifically identified need. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of nursing care procedures. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Must have basic computer skills. Participate in training, research and self-development. Display a concern for quality service delivery based on updated health care norms and standards for an ideal hospital/clinic. Ability to work under pressure and organization of own work. Know and understand the application of all elements of the nursing strategy for clinical education and training.
- ENQUIRIES APPLICATIONS** : Mr. M.T.K. Zondi Tel No: (011) 891 7299
: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main HR Reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillances required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 form signed and initialed accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; Note: Copies need not be certified when applying for a post. The Communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified.

Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference.

- CLOSING DATE** : 11 February 2022
- POST 03/191** : **PROFESSIONAL NURSE GRADE 1 – SPECIALTY NURSING (PN-B1) REF NO: CHBAH 533 (X12 POSTS)**
 Operating Theatre; Critical care; Oncology; Midwifery and Neonatal Nursing Sciences
 Directorate: OBST and GYNAE
- SALARY CENTRE REQUIREMENTS** : R388 974 per annum
 : Chris Hani Baragwanath Academic Hospital (CHBAH)
 : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. A post basic qualification with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms
 Competencies/Knowledge/Skills: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
- DUTIES** : Provide optimal, holistic, specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participate in training and research. Provide support to nursing services. Maintain professional growth/ethical standards and self-development. Act as shift leader in the unit (where necessary) Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Framework.
- ENQUIRIES APPLICATIONS** : Mr. NB. Mulaudzi Tel No: (011) 933 0134/9779
 : Applications should be 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** : 11 February 2022
- POST 03/192** : **PROFESSIONAL NURSE GRADE 1 – SPECIALTY NURSING (PN-B1) REF NO: CHBAH534 (X8 POSTS)**
(Operating Theatre, Nephrology, Trauma, Advanced Psychiatry)
Directorate: Clinical Support (Nursing Department)
- SALARY CENTRE REQUIREMENTS** : R388 974 per annum
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 4 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
- DUTIES** : Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Implement and maintain the quality assurance and Ideal Hospital Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.
- ENQUIRIES APPLICATIONS** : Mr. NB. Mulaudzi Tel No: (011) 933 0134/9779
: 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 : 11 February 2022

POST 03/193 : **ASSISTANT DIRECTOR: ADMIN AND SUPPORT (X1 POST)**

Directorate: Support Services

SALARY : R382 245 per annum

CENTRE : Thelle Mogoerane Regional Hospital

REQUIREMENTS : Three (3) year National Diploma/Degree or equivalent qualification in Public Administration, Logistics Management, Business Management. A minimum of three (3) years' experience in facility and support services as a supervisor level 7 or Grade 12 with 5-10 years of experience in Facility and Support services as a supervisor level 7. Knowledge of PFMA, OHS and National Building Regulations. Skills and Competencies: Project Management, good financial management skills. Strong communication skills strategies. People management and computer literacy.

DUTIES : Ensure better health facility in the interest of quality health care. Participate in OHS, FMU and other committees, control and manage FMU Budget. Co-ordinate meetings of all stakeholders internally and externally. Maintain and update maintenance register. Develop & submit a list of priority project on time. Implement minor capital projects. To operate within the allocated budget. Maintain & update parking and accommodation registers. Ensure effective & efficient management system, develop the standard operating procedure for components of the infrastructure maintenance system. Provide support to horticulture, pest control and landscape. Compile business report for facility maintenance. Interact with the department of Infrastructure and Development Management at Central Office. Assist with the development of maintenance strategy and implementation of norms and standard. Ensure effective management of security and Assets of the hospital.

ENQUIRIES : Mr. P.B.Ntuli Tel No: (011) 8917310

APPLICATIONS : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor HR Reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillances required in the HBA at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 form signed and initialed accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Note: Copies need not be certified when applying for a post. The communication from Hr of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional

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

- CLOSING DATE** : 11 February 2022
- POST 03/194** : **ASSISTANT DIRECTOR FINANCE REF NO: REFS/TMH/2021/12 (X1 POST)**
Directorate: Finance
- SALARY** : R382 245.per annum, plus benefits
CENTRE : Tambo Memorial Hospital
REQUIREMENTS : National Diploma/Bachelor's Degree in Commerce/ Financial Management/ Accounting. Minimum of 5 years in Finance, 3 years of which should be in a Supervisory level (Financial Controller or State Accountant). Knowledge of relevant Acts (PFMA, Treasury Regulations) and systems (BAS, SAP). Good leadership skills, must be able to plan, organize and co-ordinate activities in the Finance unit. Ability to work under pressure. Excellent verbal and written communication skills, interpersonal and problem solving skills. Computer literacy is essential.
- DUTIES** : Development of an Operational plan for Finance and give quarterly reviews on progress. Effective financial control and monitoring of current budget and expenditure. Compiling of monthly reports. Perform various expenditure monthly reconciliations. Perform spot checks on petty cash and clearing of web cycles. Ensure that suppliers are paid within 30 days and manage accruals. Assist in the preparations and allocation of budget. Training of staff on Finance related matters. Supervision and mentoring of staff in Finance unit. Attend to auditors and develop action plans to improve controls and eliminate audit findings. Evaluate performance of subordinates twice yearly.
- ENQUIRIES** : Mr ZKO Ndabula Tel No (011) 898 8317
APPLICATIONS : Applications can be forwarded to the Recruitment Officer (Room 122), HR Department Tambo Memorial Hospital, Private Bag X 2, Boksburg, 1400,Physical address: Railway Street, Boksburg, 1400.
- NOTE** : The institution reserves the right not to fill the post.
CLOSING DATE : 11 February 2022
- POST 03/195** : **SPEECH THERAPIST GRADE 1 REF NO: REFS/012996 (X1 POST)**
Directorate: Speech Therapy
- SALARY** : R322 746 per annum, (all-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Qualification in Speech Therapy or Speech Therapy and Audiology, registration with HPCSA, completion of community service. Current independent practice registration with HPCSA for 2022/2023. Competencies: Knowledge and skill in the assessment and intervention of speech, language, communication and dysphagia in children. Preference will be given to those applicants who have experience with neonatal and paediatric dysphagia, experience in neuro rehabilitation (cerebral palsy), cleft lip and palate and exposure and/or experience with teleintervention. Knowledge and skill in early childhood intervention within a family focused approach. Experience with teamwork, planning, organizing and co-ordination. Good communication and collaboration skills. Ability to engage in solution based problem solving. Display empathy for patients, promote advocacy and facilitate holistic treatment. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.
- DUTIES** : To assess and manage speech, language, communication and feeding difficulties in both the neonatal and paediatric populations. To work with children and their families in facilitating positive developmental outcomes. To comply with all departmental procedures and protocols. To manage all resources appropriately. To complete monthly statistics and reports. To participate in all departmental, hospital and provincial activities. To work within an MDT approach including attendance and participation in MDT meetings. To improve professional competence by regular self-learning and reflection with the application of current evidence. To attend and participate in scheduled case discussions and meetings. To comply with hospital and departmental quality assurance standards. Maintain professional

		growth/ethical standards. Management of personal performance and review thereof. Supervision of students and community service therapists.
<u>ENQUIRIES</u>	:	Dr Sadna Balton Tel No: (011) 933 9269
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	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. A recently updated CV that specifies the following should accompany the completed and signed form: 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.
<u>CLOSING DATE</u>	:	11 February 2022
<u>POST 03/196</u>	:	<u>PRODUCTION DIAGNOSTIC RADIOGRAPHER REF NO: TDH2022/03 (X1 POST)</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>	:	Tshwane District Hospital Diploma/ Degree in Diagnostic Radiographer. Current annual certificate of registration with HPCSA. Independent registration certificate with HPCSA. Skills on the following areas: Quality Patient Care, Organising, Communication, interpersonal relationship, Quality Assurance, accreditation standards. 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 organise the provision of the Radiographer services according to the vision and mission statements of the Department of Health. To promote Batho Pele Principles 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.

ENQUIRIES : Mrs Tshabalala PM Tel No: (012) 354-7323
APPLICATIONS : All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or Candidates should apply directly to the Hospital at HR Department.

NOTE : Applications must be submitted on a new Z83 form obtainable from any Public Service Department and must be accompanied by a comprehensive CV, ID and qualifications. Driver's 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. Drivers license and smart card must be copied both sides. The successful candidate will be subjected to pre-employment medical surveillance.

CLOSING DATE : 11 February 2022

POST 03/197 : **CLINICAL TECHNOLOGIST GRADE 1 REF NO: SBAH 015/2022 (X2 POSTS)**
Directorate: Cardiovascular Perfusion

SALARY : R322 746 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Bachelors in Clinical Technology - Cardiovascular Perfusion. Registration: HPCSA as a Graduate Clinical Technologist - Category Cardiovascular Perfusion (Independent Practice) (Or in process of registration). Perfusionist must have done at least 40 bypasses in years 2019 – 2021. This is a position for a professional person with integrity and ability to perform under pressure. Self-driven and result orientated. Good communication, report writing, presentation and interpersonal skills. Computer literate. Perfusionists with experience in neonatal, infant and pediatric bypass will enjoy preference. Perfusionists with experience in ECMO will enjoy preference.

DUTIES : Cardiopulmonary bypass on adult, pediatric, infant and neonatal patients with all accompanying activities as indicated by the HPCSA scope of practice. Autologous blood transfusion and Intra-aortic Balloon Pump experience a necessity. Extensive ECMO duties. Active member on after-hours call list. Coagulation studies. Infection control. Stock control and administrative tasks. Supervision and training of students. Participant in academic activities and meetings.

ENQUIRIES : Mrs. R Marais Tel No: 012 354 1506
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 : 11 February 2022

POST 03/198 : **SOCIAL WORK GRADE 1 REF NO: PHOLO 2022/01/03 (X3 POSTS)**
Directorate: Social Work

SALARY : R261 456 – R303 093 per annum, (plus benefits)
CENTRE : Pholosong Hospital
REQUIREMENTS : Recognized four-year degree in Social Work. Registration with the SA Council for Social Service Professions and proof of current registration. Knowledge/experience regarding Health Care Social Work. Applicant must be able to function within a multi-disciplinary team. Applicant must be willing to rotate between different wards in the hospital.

DUTIES : Render comprehensive health care social work service incorporating case and group work to patients and their next of kin. Render social work service including mental health setting. Participate in community education work and projects when needed. You would be required to act as a link between the patient and relevant community resources. Function as member of a multi-disciplinary team. Administrative accountability through keeping statistic and effective record keeping as prescribed. Liaison and networking with community resource. Study, Interpret and apply relevant legislation, Policies and protocols. Engage in continuous professional development activities. You will be required to attend ward rounds, conduct home visit, assess home circumstances and provide feedback to the multi-disciplinary team. Must demonstrate basic computer literacy as a support tool to enhance service delivery. Must demonstrate social work values and principles of human rights and social justice.

ENQUIRIES : Mrs. C.K. Selepe Tel No: (011) 812 5232
APPLICATIONS : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. (Only shortlisted candidate will submit certified copies). 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 maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE : 18 February 2022

POST 03/199 : **SOCIAL WORK GRADE 1 REF NO: PHOLO 2022/01/04 (X1 POST)**
Directorate: Mental Health

SALARY : R261 456 – R303 093 per annum, (plus benefits)
CENTRE : Pholosong Hospital
REQUIREMENTS : Bachelor's Degree in Social work. Registration with the South African Council for Social Service Professions (SACSSP) as a Social worker. Registration with the SACSSP (proof of current registration to be attached). The applicant to have relevant experience as a Health Social Worker. Knowledge of Mental Health legislation and related legal and ethical practices, PFMA and Public Service Act and Regulations. Good communication, interpersonal, Computer literacy, financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision-making and problem-solving skills.

DUTIES : Provision of Social work services regarding care, support, intervention, protection and development of vulnerable individuals, groups, families and communities through relevant Programs. To render designated outreach service as well as participate in hospital awareness programmes. To perform administrative functions required of the job. Ensure regular Mental Health training in the facilities within the District. Participate in admissions, transfers and placements of users to relevant institutions for rehabilitation, treatment and care.

ENQUIRIES : Mrs. C.K. Selepe Tel No: (011) 812 5232
APPLICATIONS : Applications should be hand delivered to Pholosong Hospital between 8am and 3pm at Human Resources Offices Nurses Residence or posted to The Assistant Director: Human Resource Department, Pholosong Hospital, Private Bag X4, Brakpan, 1550. No faxed or emailed applications will be considered.

- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service or on the internet at www.dpsa.gov.za/documents. Copies of original educational qualification certificates, ID document and Driver's license (where applicable) and relevant council registration certificate and proof of current registration. Relevant service certificates. (Only shortlisted candidate will submit certified copies). 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 maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
- CLOSING DATE** : 18 February 2022
- POST 03/200** : **LABOUR RELATIONS OFFICER REF NO: WKH 02/01/2022**
Directorate: Human Resource Management
- SALARY** : R261 372 per annum (Level 07), plus benefits
CENTRE : Weskoppies Hospital
REQUIREMENTS : Degree / National Diploma in Labour Relations or Human Resource Management with 3 years or more experience in Labour Relations / Equivalent qualification with 3 years or more experience in Labour Relations. Knowledge of Misconduct Management, Grievance Management, Collective Bargaining, Conflict and Dispute Resolution and other relevant legislation applicable within the Public Sector. Verbal and Written Communication Skills, Report Writing Skills, Computer Literacy, Knowledge of Microsoft Office packages, Knowledge of PERSAL and Be able to work independently with minimal supervision.
- DUTIES** : Write reports for Misconduct and Grievances. Update the Cases Stats spread sheet and submit it to Central Office on a monthly basis. Investigate allegations of Misconduct. Be able to draft charge sheets. Investigate Grievances. Prepare witnesses and represent the Employer in the disciplinary hearings and / or grievance hearings. Analyses trends. Advice Management on Serious Adverse events cases, forensic cases and Hotline cases. Identify Labour Relations training needs for managers, supervisors and employees in the hospital. Conduct Labour Relations training. Ensure compliance of the Code of Conduct. Support and / or advice management on progressive discipline. Be the link between management and recognized Unions. Facilitate and chair Bilateral and Multilateral meetings within the hospital. Provision of Labour Relations advisory services to employees and management. Contribute in promoting Labour Peace in the hospital. Participate in the Gauteng Department of Health Labour Relations Forums as well as HR Forums. Participate in the development, implementation and reviewable of Labour Relations Policies and Procedures.
- ENQUIRIES** : Mr Vincent Nakene Tel No: (012) 319 9730
APPLICATIONS : Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.
- NOTE** : Applications should include the New Z83, CV, copies of ID (smart card ID and driver's license to be copied both sides) and qualifications. No need to certify documents, only shortlisted candidates must submit certified documents. Please note that should you not use the New Z83, completed it in full as directed on page one of the form, initialed and signed in full, the department reserves the right to disqualify your application. 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. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must

immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability.

- CLOSING DATE** : 11 February 2022 at Time 12:00
- POST 03/201** : **NETWORK CONTROLLER REF NO: 012964**
Directorate: Information Communication and Technology
Re-advert: Applicants who previously applied are advised to re-apply.
- SALARY CENTRE REQUIREMENTS** : R261 372 - R307 890 per annum, (plus benefits)
: Dr George Mukhari Academic Hospital
: A three year (National Diploma at NQF level 6/ Degree at NQF level 7) qualification in Computer Networks or Computer Sciences plus 1-2 years relevant experience in Information Technology on both network and server environment. National Senior Certificate plus certified certificate in Network+ and Server+ with any of the following certificates (MCSE, MCSA, CCNA, Cisco Network Essential, Cisco Certified Technician) plus 3-5 year relevant experience in Information Technology on both network and server environment. Knowledge of Cisco platform and Windows Server 2012 or 2016 will be an added advantage. Compulsory Practical assessment will be conducted as part of recruitment process. Valid certified Drivers' License must be attached. Must be a team player and willing to undergo training and development. Must able to work under pressure.
- DUTIES** : To assist all users with network related incident for logged calls. Implement network policies and procedures. Maintain network equipment configurations. To accurately record, update database of network equipment. To install and configure Cisco switches and other network equipment. Be willing to attend internal training as necessary to keep up to date with the latest technology and internal system processes. To work within the relevant legislation, policies and procedures. Ensure maximum up time of network equipment and servers. Ensure 24/7 365 days' support including be on Standby and provide support after hours and weekends.
- ENQUIRIES APPLICATIONS** : Mr L Makhubela Tel No: 012 529 3582
: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Copies of qualifications, ID copy and a CV must be attached. Applicant may apply without certifying their document. Only Shortlisted candidates will be requested to submit certified documents. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993. Preference will be given to female.
- CLOSING DATE** : 11 February 2022, closing time will be 12h00 on the closing date.
- POST 03/202** : **ASSET MANAGER REF NO: WOHC/ASSET 01/07**
Directorate: Asset Management
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum, excluding benefits
: Wits Oral Health Centre
: Grade 12 with minimum of 5 to 6 years' working experience in asset management and supply chain or National diploma/ Bachelor's degree in Supply Chain

		Management or equivalent qualification with minimum 2 to 3 years' working experience in Asset management. In depth Knowledge of BAS and Assets Ware system. Knowledge of PFMA, Treasury Regulations, Asset Management Framework and Supply Chain Management policies and procedures. Computer literacy. Valid driver's license.
<u>DUTIES</u>	:	The successful candidate will be responsible to maintain the asset register of the institution; Ensure that assets are properly accounted for in the Asset Register and complies with National Treasury Guidelines; Develop asset needs assessment, acquisition management, operational and disposal plan and execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies and update the asset register; Develop, implement and manage mechanisms to safeguard assets and properly utilised, prepare monthly reconciliation with supporting schedules for the asset register to the relevant accounting records and resolve uncleared items; Ensure that all procured assets are barcoded when delivered, duplicates are corrected, and offices have inventory lists; Ensure all signed off movement forms are updated in the asset register; All assets disposed of and written off removed from the main asset register to disposal register; Conduct spot checks and asset verification yearly, and identify Redundant, Obsolete assets and lost assets for disposal. Physically dispose of unwanted, obsolete, unserviceable, and redundant assets; Update and Maintain disposal register and Loss register. Coordinate Asset Disposal Committee Meetings. Reporting on maintenance, disposals, and movement of assets. Preparation and maintain lease registers relating to departmental Machinery and equipment (Fleet, Photocopying Machine and Departmental Cell Phones). Attend to and respond on the auditor's queries during the audit. Manage the transport policy and procedures in the department/institution. Ensure effective control over the utilization of vehicles. Conduct regular transport inspection and investigations. Ensure effective maintenance of vehicle. Prepare statutory reports of the transport management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr PF Monama Tel No: (011) 481 2099
	:	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.
<u>NOTE</u>	:	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 and relevant certificates. 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.
<u>CLOSING DATE</u>	:	11 February 2022
<u>POST 03/203</u>	:	<u>ADMIN OFFICER (SECRETARY) REF NO: WKH 03/01/2022</u> Directorate: Medical
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum (Level 07), plus benefits
	:	Weskoppies Hospital
	:	Grade 12 certificate or equivalent with minimum 5 years practical experience in office administration/ Office management or National Diploma/ Degree in Administration with a minimum of 3 years' experience in office administration/ office management. Knowledge of office management. Computer literacy including MS office (Word, Excel, Outlook, and PowerPoint). Skills in planning, organizing, sound analytical thinking, good interpersonal relations, problem-solving and the maintenance of healthy workplace relationships. Evidence of knowledge of professional and public service code(s) of conduct. Excellent interpersonal communication skills- verbal and written. Report writing skills. Decision making capacity, planning, organizing of diverse group of joint appointment and other

DUTIES

clinical staff members. Ability to work independently, under pressure and in team situation. The candidates must be proficient in electronic record keeping and filling with organization and communication skills. The applicant must be able to prioritise duties, work independently, assisting with ad hock duties as when required.

The job entails administrative support to the academic and clinical Head of Dept. (HOD) of Psychiatry and academic staff in their joint appointment duties at Weskoppies Hospital and the University of Pretoria. The academic department of psychiatry of the University of Pretoria based at Weskoppies Hospital. The job includes the management of administrative and organization of administration functions of the clinical head and the academic staff at the department in their clinical, administrative, medico-legal and academic responsibilities. Daily duties include handling of communication to and from the department (leave and documents) and the maintenance of the diary of the clinical head department. Academic support duties liaison with department in the faculty of Health science at UP and other Universities. Support the department's academic administration task at HPCSA, University and college medicine level. The successful employee should also assist with statistics, clinical data capturing, coordination of departmental meetings, minutes, records, and appointment systems. Duties will include communicating with mental health care users, referral hospitals and the general public. As part of academic support duties, the candidate will be required to assist with coordination of academic activities including assisting registrars, and administrative assistance related to research and education activities, when necessary. Public sector related duties include the arrangement of meetings and events, the processing of travel and other claims, processing of relevant supply chain management office processes, administration and control of leave and on call duty rosters, maintenance of attendance registers, PMDS and other related duties.

**ENQUIRIES
APPLICATIONS**

Prof FB Sokudela Tel No: (012) 319 9741 / 9720 / 9500

Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.

NOTE

Applications should include the New Z83, CV, copies of ID (smart card ID and driver's license to be copied both sides) and qualifications. No need to certify documents, only shortlisted candidates must submit certified documents. Please note that should you not use the New Z83, completed it in full as directed on page one of the form, initialled and signed in full, the department reserves the right to disqualify your application. 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. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability.

CLOSING DATE

11 February 2022 at Time 12:00

POST 03/204

CHIEF SECURITY OFFICER REF. NUMBER: CHBAH 535 (X2 POSTS)
Directorate: Security

**SALARY
CENTRE
REQUIREMENTS**

R261 372 per annum

Chris Hani Baragwanath Academic Hospital (CHBAH)

Grade 12 with three (3) years supervisory experience. A PSIRA Grade B registration certificate. Must be PSIRA registered. A Valid Driver's license. A Diploma in Security Risk Management will be an added advantage. Knowledge of the Control of Access to Public Premises and Vehicles Act, PSIRA Act, Criminal Procedure Act, Fire-arms Control Act, Trespass Act, Minimum Information Security

Standard (MISS), Minimum Physical Security Standard (MPSS), Ideal Hospital and Clinics Framework. Report writing. Interpersonal skills. Computer skills, Ability to deal or manage security related emergencies. Managerial skills. Ability to deal or manage patients and the public. Ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Ability to handle confidential information. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Must be able to work under pressure, take initiative, and work independently and with a team. Ability to organize, lead and plan. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Must be prepared to work shifts, which includes, fixed, after hours, weekends and public holidays. Should not have a criminal record. Experience in the security environment.

DUTIES

: To lead a team of security personnel. Conduct security posting and parades. Conduct security threats and risk assessments in his/her area of responsibility. Reporting of security breaches internally and to the South African Police Service. Ensure the safety of State property, employees, visitors and patients in the hospital on 24-hour bases. Conduct site inspections. Conduct administrative functions. Maintain and issue security equipment. Where required, conduct security escorting of patients, staff members and medicine to various institutions. Searching of missing patients in various locations and provision of reports. Compilation of statements and testify in court. Assist in the management of queues and traffic control. Assist with the management of riots and strikes. Give security or work instructions. Manage the clamping of incorrectly parked vehicles. Comply with Security dress code at all times. Enforcement of security policies and procedures. Adhere to timelines. Perform other duties as allocated by the supervisor. Comply with the duty roster. Be willing to undergo continuous training and development programs. Attend meetings as approved by supervisor. Conduct the Performance Management and Development System of subordinates (Contracting, quarterly reviews and final assessment).

ENQUIRIES

: Mr L.J. Mnisi Tel No: (011) 933-9549

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 : 11 February 2022

POST 03/205 : **FOOD SERVICE MANAGER REF NO: TRH 03/2022**
Directorate: Food Services

SALARY : R261 372 per annum (Level 07)
CENTRE : Tshwane Rehabilitation Hospital
REQUIREMENTS : Grade 12 with an appropriate National Diploma in Food Service Management or equivalent qualification. 3 years' experience working as a Food Service Supervisor in Public hospital environment Food Service Unit. Computer knowledge of Word, Excel and Power Point. Knowledge of Food Service policies. Knowledge of hygiene and safety. Ability to work effectively in a team. Ability to work under pressure. Good communication Skills, and conflict management skills.

DUTIES : Manage, control and direct the food services Unit effective and efficient services as well as nutritional care of patients by means of agreed budgets, quality standard and performance in accordance with the policies. Responsible for the overall management and administration of the Food Service Unit. Manage Human Resources functions duty roster, Leave, Job description and PMDS contract. Monitor and ensure proper utilization of the finances and physical resources. Manage Food Service Staff and maintain proper communication within the Unit. Plan, implement and monitor all departmental activities related to procurement and financial system. Ensure compliance with Ideal hospital tool and quality improvement. Monitor plate wastage and opinion surveys to ensure that production, serving and distribution of meals follow the prescribed guidelines. Compile submit weekly and monthly report. Manage performance and development of staff. Develop and review of SOP's. Act on behalf of the Administration manager.

ENQUIRIES : M Ms. SM Lekhuleni Tel: No: 012 354 - 6025
APPLICATIONS : Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Corner Dr Savage and Soutpansberg Road, Pretoria 0001.

NOTE : No faxed or emailed applications will be considered. Applications must be submitted on new form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV, ID, qualifications and relevant council registration certificate and proof of current registration. All required documents attached need not be certified when, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. Males and people with disabilities are encouraged to apply.

CLOSING DATE : 11 February 2022

POST 03/206 : **LOGISTIC SUPPORT OFFICER REF NO: 04/2022**
Directorate: Assets Management

SALARY : R261 372 per annum (Level 07)
CENTRE : Tshwane Rehabilitation Hospital
REQUIREMENTS : Grade 12 certificate/ National Diploma in Supply Chain management/asset management or equivalent qualification, 3-5 years' experience in Supply Chain Management environment of which 2 years must be in assets management or

Grade 12 certificate with 5 years' experience in supply chain management of which 2 years must be in asset management. Knowledge of Supply Chain management practices, procedures, PFMA, Treasury Regulations and guidelines. Proven computer literacy in MS office package (MS Word, MS Excel and MS Outlook). Good communication, knowledge and understanding of assets management related policies. Filing and report writing skills. Ability to work under tight deadlines and pressure. Ability to maintain a good interpersonal relationship, work in a team and problem solving. A valid driver's license as an added advantage and willing to rotate within the section. Knowledge of SAP/SRM/CSD and BAS. Knowledge of Human resources management policies, procedures and legislations. Knowledge of principles and practice of financial accounting, problem solving and analysis. Knowledge of departmental policies and procedures and experience in supply and assets management in hospital environment.

DUTIES

: Monitor and review the capturing of all physical assets in the asset register. Monitor and review the allocation of assets-to-assets holders in accordance with relevant policies and procedures. Promote correct implementation of sound asset management practices. Manage asset acquisition, assets operation and maintenance. Manage assets register and execution of annual assets verification, disposal and condemning of economically obsolete assets process. Implement policy on transfers and disposal of movable assets. Ensure optimum security of assets and managing the tracking and recording of assets movement. Monthly submission of asset. Reconciliation report. Categorization of assets into fixed or non-fixed assets. Supervise and training of staff. Assist in audit queried and perform any other duties such as annual consumable stock take process in SCM and other delegated duties by the manager.

ENQUIRIES

: Mr T Tshikororo Tel No: 012 354 - 6812

APPLICATIONS

: Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria, 0001. No faxed or emailed applications will be considered.

NOTE

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

CLOSING DATE

: 11 February 2022

POST 03/207

: **FOOD SERVICE MANAGER REF NO: CHBAH 536 (X1 POST)**
Directorate: Logistics (Food Service)

SALARY

: R261 372 per annum, (plus benefits)

CENTRE

: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS

: Grade 12 or equivalent qualification and three years National Diploma in Food Service Management/Food and beverage management. B.Tech in Food Service management/ Food & Beverage management will be added advantage. Minimum of three (3) to five (5) years' supervisory experience in Hospital environment (Food Service Experience). Report writing. Interpersonal skills. Computer skills, Ability to deal or manage security related emergencies. Managerial skills. Ability to deal or

manage patients and the public. Ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Ability to handle confidential information. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Must be able to work under pressure, take initiative, and work independently and with a team. Ability to organize, lead and plan. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge of supply chain Management regulations, Labour relation Management and Human Resource Management. Must be willing to work under pressure, weekends, public holidays and rotate between kitchens. Be willing to undergo continuous training and development. Management of personnel performance and review thereof in the sub-division.

DUTIES : Planning and Implementation of menu & recipes, compile master order. Costing for all menus, stock control. Ordering and receiving of perishables and non-perishable items following the correct procedures. Do follow-ups with suppliers. Do quality control check. Do plate waste and opinion survey. Ensure that production, serving and distribution of meals follow the prescribed guidelines. Manage performance of Food Service personnel and activities e.g. (Production processes, Hygiene and safety, distribution. Manage proper use and care of equipment .Manage all the HR matters e.g. Training, Leave, Labour relation matters, absenteeism, PMDS etc. Compile weekly and monthly reports. Do record keeping and statistics. Ensure hygiene and safety measure adhered to in the department. Responsible for training of staff and students.

ENQUIRIES : Ms L Hlongwa Tel No: (011) 933 9423
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 : 11 February 2022

POST 03/208 : **PNA2 IPC OFFICER**
Directorate: Quality Assurance Unit

SALARY : R260 760 per annum, (plus benefits)

- CENTRE REQUIREMENTS** : Kalafong Provincial Tertiary Hospital
 : Grade 12 or equivalent NQF level/ Basic R425 qualification (i.e. diploma / degree in Nursing or equivalent qualification as a professional nurse. A minimum of four (4) years appropriate/recognizable experience in general nursing after registration as a Professional Nurse with SANC. (Consider post level as PNA2 when applying). Assisting with IPC coordination in a health setting or experience in IPC. A qualification in Prevention and Control will be an added advantage. Knowledge of Ideal Hospital pertaining to Infection control. Registration with the South African Nursing Council (2022 SANC Receipt). Skills: Computer literate (Basic Excel, Microsoft Word, PowerPoint and Outlook). Good Communication skills and ability to work under pressure. Knowledge and in-depth understanding of Infection Prevention and control Policies and Guidelines. Have a systematic approach to improving health care Infection Control.
- DUTIES** : Responsible for the monitoring and assistance with the implementation of Institutional Infection control Prevention and control plan. Prevent, control and monitor infections in the health care setting environment. Develop and monitor the implementation of continuous infection prevention and control education and training. Implement and maintain effective hospital infection surveillance system in alignment with the infection prevention and control standard operating procedure. Strengthen and maintain internal and external collaboration with relevant stakeholders. Responsible for baseline inspection, audits and surveys maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multidisciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guideline, practices, standards and procedures to improve quality of service in the Institution. Assist with the implementation of the Hospital quality improvement plan.
- ENQUIRIES APPLICATIONS** : Ms M J Mbiza Tel No: (012) 318 7059
 : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.professionaljobcentre.gpg.gov.za.
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 form effective from 1 January 2021 accompanied by a CV highlighting or stating the requirements mentioned above; and 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. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process 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.
- CLOSING DATE** : 11 February 2022
- POST 03/209** : **QUALITY ASSURANCE OFFICER PNA2**
 Directorate: Quality Assurance Unit
- SALARY CENTRE REQUIREMENTS** : R260 760 per annum, (plus benefits)
 : Kalafong Provincial Tertiary Hospital
 : Basic R425 Qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional nurse (incumbent to have qualify as a PNA2? A minimum of four (4) years appropriate / recognisable experience post qualification. Current registration with the relevant Health Professional Council (SANC). Basic computer literacy. A certificate in Total

Quality Management / recognizable experience in Total Quality management or special projects (in quality assurance office or unit) will be an added advantage. Knowledge of PEC, waiting time, capturing of complaints and serious adverse events on Ideal Health Facility Monitoring System and DPOS. In depth knowledge and understanding of policies and other regulatory frameworks. The ability to work under pressure and meet deadlines. Ability to work independently and in multidisciplinary context. Excellent planning and organizing skills. High level of ethical conduct and integrity. Extensive knowledge and understanding of regulated norms and standards / Ideal hospital realization Model (IHRM). Ability to liaise with staff at all levels of the organization. Service delivery orientated. Ability to think strategically. Skills: Excellent communication (verbal and written), Good interpersonal skills, Problem solving skills, Exceptional data analysis and interpretations skills.

DUTIES

: Support the implementation of the GDoH Strategic Plan and Annual Performance Plan (APP). Develop Operational plans with the APP. Provide guidance in the process of strengthening Quality Assurance programmes including reducing waiting times and also complaints / PSI/ Waiting times PEC in the health establishment. Co-ordinate and support departments to develop, implement and monitor quality improvement plans (QIP's) aimed at waiting times reduction. Support queue management system in the healthcare establishments. Monitor compliance with standards of practice. Conduct support visits to departments. Introduce corrective measures where gaps and variations have been identified. Identify and determine compliance on waiting times in the health establishments. Conduct peer reviews and workshops for Special Projects in the Hospital. Resolve walk-in complaints and register them on the system. Strengthen and maintain internal and external collaboration with relevant stakeholders. Responsible for baseline inspections, audits, survey and maintain constructive working relationship with nursing and other stakeholders (i.e. inter professional, inter-sectoral and multidisciplinary team work. Participate in the analysis, formulation and implementation of guidelines, practices, standards and procedures to improve quality of service in the institution. Assisting with the implementation of the Hospital quality improvement plan.

**ENQUIRIES
APPLICATIONS**

: Ms M J Mbiza Tel No: (012) 318 7059
: must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.professionaljobcentre.gpg.gov.za.

NOTE

: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 form effective from 1 January 2021 accompanied by a CV highlighting or stating the requirements mentioned above; and 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. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process 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.

CLOSING DATE

: 11 February 2021

<u>POST 03/210</u>	:	<u>PROFESSIONAL NURSE GRADE 1 GENERAL/SPECIALTY STREAM: PSYCHIATRY REF NO: WKH/05/01/2022 (X3 POSTS)</u> Directorate: Nursing
<u>SALARY</u>	:	R260 760 (PN-A2) / R388 974 (PN-B1) per annum, plus benefits
<u>CENTRE</u>	:	Weskoppies Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Basic qualification as a professional nurse according to R425 or equivalent qualification that leads to registration with the South African Nursing Council as a professional nurse. Requirements for appointment in the specialty stream: post basic qualification in the specialty area: psychiatry recognized in accordance with R212. A minimum of 4 years' experience as a professional nurse.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization of resources. Participation in training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms. PB Schoonwinkel Tel No: 012 319 9877
<u>APPLICATIONS</u>	:	Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.
<u>NOTE</u>	:	Applications should include latest Z83, CV, copies of ID (smart card ID and driver's license to be copied both sides) and qualifications. No need to certify documents, only shortlisted candidates must submit certified documents. Please note that should you not use the latest Z83 and completed, initialed and signed in full, the department reserves the right to disqualify your application. 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. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA).Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	18 February 2022
<u>POST 03/211</u>	:	<u>DENTAL ASSISTANT GRADE 2 (CONTROLLER) REF NO: WOHC/ DC 02-01</u> Directorate: Sterilization
<u>SALARY</u>	:	R201 372 per annum, (plus benefits)
<u>CENTRE</u>	:	WITS Oral Health Centre
<u>REQUIREMENTS</u>	:	Matric/Grade 12 or equivalent. Appropriate qualification that allows registration with the HPCSA as Dental Assistant. Registration with the HPCSA as a Dental Assistant, proof of current registration must accompany the application. Minimum of 10 years continuous working experience as a Dental Assistant after registration with HPCSA and must have proof of supervisory responsibilities/ exposure to management functions. Ability to work independently. Knowledge of Patient Safety Frameworks, Infection Prevention and Control experience, Cost centre management, Procurement processes, Human Resource management, Asset Management, Data Management and Reports. Good interpersonal and communication skills. Be able to work under pressure. Be willing to work overtime when required to. Must be computer literate and have a valid driver's license.
<u>DUTIES</u>	:	Manage Poly Clinics/Outreach service facilities. Control and manage ordering of stock in the clinic and responsible for stock taking and reports. Supervise staff in the performance of daily responsibilities including leave management and PMDS. Perform all administrative duties in Poly Clinics and/or associated Outreach sites including HR matters and staff allocation for core and overtime hours. Responsible for managing the units' assets including: dental instruments, equipment and

materials. Compilation of reports. Ensure compliance of Infection control and OHS in the unit. Be willing to rotate within the clinics when required. Perform other additional duties delegated by the manager.

**ENQUIRIES
APPLICATIONS**

: Mr PF Monama Tel No: (011) 481 2099
: New Z83 applications must be sent 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

: 11 February 2022

POST 03/212

: **SECRETARY REF NO: WOHC/SEC 03/01**
: Directorate: Oral Medicine and Periodontology

**SALARY
CENTRE
REQUIREMENTS**

: R176 310 per annum, including benefits
: Wits Oral Health Centre
: Must have Grade 12 with 5 years working as a Secretary or a diploma/degree in secretarial/or office administration with 3 years' experience working as Secretary. Must be Computer Literate (Ms Word, Excel, PowerPoint and Ms Outlook). Good communication skills – both verbal and written, have good interpersonal skills, work independently and as a team member. Ability to work under pressure. Experience with student leaning management systems will be an advantage.

DUTIES

: Efficient and effective management of the office including diary management, attending to telephone calls & enquiries, setting up meetings, document management and typing of documents. Capture student's data such as marks/tests/clinical sessions/ activity management and other duties related to student matters. Capture and keep safe records such as reports, leave plans and patients statistics for DHIS. Minute-taking at departmental meetings and distribution of minutes. Arrange departmental functions, venues and refreshments. Set up and maintain paper and electronic filing systems records, correspondence and other material. Order and dispense office supplies. Execute receptionist and general administrative duties.

**ENQUIRIES
APPLICATIONS**

: Mr PF Monama Tel No: (011) 481 2099
: 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 and relevant certificates. 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

: 11 February 2022

POST 03/213 : **FINANCE CLERK: REF NO: TRH 05/2022**
 Directorate: Finance Section-Revenue and Expenditure Sub-Sections Nursing

SALARY : R176 310 per annum (Level 05)
CENTRE : Tshwane Rehabilitation Hospital
REQUIREMENTS : Senior Certificate (Grade 12/ Matric) with 1- 2 years working experience in Finance. A Recognised and appropriate qualification in Financial Accounting will be an advantage. A relevant experience in a hospital Finance environment will be an added advantage. Good analytical skills; compare and interpret facts and figures; Good communication and Interpersonal skills; Ability to work under pressure and meet deadlines; Ability to organise and plan daily tasks. Ability to execute work accurately and thoroughly; Must be able to work independently or in a team and under supervision. Knowledge of BAS, SAP, PAAB. Basic Knowledge of PFMA and Treasury regulations and SCOA. Computer literate, good telephone Etiquette, communication skills and customer service.

DUTIES : Revenue: The successful candidate will be expected to perform all office related Tasks. Ensure patients are billed correctly and accurately also use ICD 10Codes, follow official procedures according to billing guide documents, Understanding and adherence to patient policies and procedures, adhere to departmental business plan in order to meet monthly & annual revenue target Debt management and collection of patient fees. Prevent within area of responsibility any under collection of patient fees/revenue; Making follow Ups of outstanding debts, writing-off of long outstanding untraceable Debts and submission of patient's accounts to different stakeholders; Resolving queries relating to accounts receivable, patient billing and audit findings. Petty cash administration; debtors' recon, allocate funds on PAAB; and receiving and Banking of Revenue, attend to enquires in a professional manner, give guidance, advice and handle information confidentially. Record, organize, control, store and retrieve information and perform administrative functions, ensure safekeeping of all documentation in the office, administer the filling system and follow correspondence up, attend meeting and training. Expenditure: Render financial accounting transactions: Process suppliers payments & reconciliation ensure compliance with prescripts regarding Allocation of SCOA items and Budget on RLS01s; check payments on BAS and update Commitment register and Accruals register; Eradicate accruals by ensuring that all payments are settled within 30 days of receiving of invoice Capture invoices and filling; Monitor expenditure through analysing BAS report and note changes and misallocations, IRC Journals and pass Journals; Process reconciliation of transversal systems (Bas/Sap, Bas/Persal, Bas/Medsas, Bas/Receipts & deposit; compile fruitless and wasteful expenditure report; and to undertake all administrative tasks pertaining to the processing of Daily transactions. Keep a good filling system. Follow up on stakeholder Queries. Any general office duties that may be required from time to time and must be willing to rotate in Finance Section.

ENQUIRIES : Ms. TD Nevuvha Tel No: 012 354 6023
APPLICATIONS : Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Corner Dr Savage and Soutpansberg Road, Pretoria, 0001. No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on new form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV, ID, qualifications and relevant council registration certificate and proof of current registration. All required documents attached need not be certified when, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act

5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. Males and people with disabilities are encouraged to apply.

CLOSING DATE

: 11 February 2022

POST 03/214

: **KEY BOARD OPERATOR REF NO: CHBAH: 537 (X1 POST)**

Directorate: Obstetrics and Gynaecology

SALARY

: R176 310 per annum, (plus benefits)

CENTRE

: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS

: Grade 12 or equivalent and computer literacy certificate with no experience. Knowledge of a limited range of work procedures and elementary clerical duties such as; Secretarial, Typing. Secretarial procedures relating to specific working environment. Including norms and standards. Skills: Planning and or organising. Reporting procedures. Procurement directives and procedures. Knowledge of statistics. Mathematical skills, Organising. Ability to perform routine task. Be prepared to rotate and work shifts. Ability to operate computer (Microsoft Package) and typing skills. Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. Ability to act with tact and discretion. Must have good customer skills. The following will be an added advantage: Knowledge of Patient's Rights, PFMA and Batho Pele Principles, Telephone etiquette, be able to work independently and as part of a team, Ability to function under pressure, be assertive and presentable. One-year secretarial experience will be regarded as an advantage.

DUTIES

: Responsible for overall administration of the manager's office. Daily management and co-ordination of office activities. Management of all incoming and outgoing correspondence. Co-ordination and preparation for meetings, workshops and typing documents. Provide reception services including call screening, receiving as well as attending to messages and provide hospitable reception for visitors to the manager's office. Making travel and accommodation arrangement as well as processing of all subsistence and travel claims. Handling of confidential documents. Operate standard office equipment (fax, photocopy machine and telephone). Type correspondence such as reports, submissions and letters. Perform administrative tasks such as taking minutes and arranging/serving refreshments. Maintain office confidentiality. Maintain good client services through addressing complains and provide feedback to client. Arrange, procure, and control office consumables. Ensure proper document filling and deliver documents to different managers. Provide optimal, holistic, specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participate in training and research. Provide support to nursing services. Maintain professional growth/ethical standards and self-development. Act as shift leader in the unit (where necessary) Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Framework.

ENQUIRIES

: Mrs N.F Ramela Tel No: (011) 933 8148

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** : 11 February 2022
- POST 03/215** : **NURSING ASSISTANT GRADE 1/2/3 REF NO: WKH/06/01/2022 (X22 POSTS)**
Directorate: Nursing
- SALARY** : R134 514 – R190 071 per annum, plus benefits
- CENTRE** : Weskoppies Hospital
- EQUIREMENTS** : Grade 12. Basic qualification that leads to enrollment with the South African Nursing Council as Nursing Assistant. **Grade 1** – no experience required. **Grade 2** – a minimum of 10 years appropriate experience in nursing after registration with SANC as nursing assistant. **Grade 3** – A minimum of 20 years appropriate experience in nursing after registration with SANC as nursing assistant.
- DUTIES** : Assist Mental Health Care Users with activities of daily living. Provide elementary clinical nursing care. Promote and maintain a safe environment that is conducive to physical, psychological and social wellbeing of Mental Health Care Users and on continuous basis. Assist in the effective utilization, maintenance and control of human resources, equipment and supplies. Maintain professional growth / ethical standards and self-development.
- ENQUIRIES** : Ms. PB Schoonwinkel Tel No: 012 319 9877
- APPLICATIONS** : Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.
- NOTE** : Applications should include latest Z83, CV, copies of ID (smart card ID and driver's license to be copied both sides) and qualifications. No need to certify documents, only shortlisted candidates must submit certified documents. Please note that should you not use the latest Z83 and completed, initialed and signed in full, the department reserves the right to disqualify your application. 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. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA).Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.
- CLOSING DATE** : 18 February 2022

POST 03/216 : **MESSENGER REF NO: CHBAH: 538 (X1 POST)**
 Directorate: Obstetrics and Gynaecology

SALARY : R104 073 per annum, (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Adult Education and Training (AET/ABET) level 3 or equivalent (Grade 7). Ability to work under pressure. Basic understanding of Policies (Batho Pele Principles, Patients Right Charter, Occupational Health and Safety, Six Priorities and National Core Standards). Basic knowledge of legislative framework and processes relating to messaging. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to act with tact and discretion. Ability to organize and plan. Sound verbal and communication skills. Must be self-motivated. Must be prepared to rotate to other units as well as work shifts, which include night duty, weekends and public holidays. Knowledge and application of the Batho Pele Principles. Ability to liaise with internal and external stakeholders. It is an inherent requirement of the job to be ethical and maintain confidentiality at all times. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES : Distribution of internal and external memos, circulars, sorting and delivering of posts. Assist in patient's records and registry functions. Responsible to collect and deliver blood from blood bank. Collect and deliver sputum bottles etc. to and from Laboratory (NHLS), collect medication from pharmacy, collect and deliver bottles from the milk room and deliver it to the wards. Collection of VA2 forms, orders from different offices and submit to Stores department. Exchange books/registers, stationeries from stores. Collection of leave, overtime forms and other documents and submits to leave section (HR). Collecting of documents between offices and departments and submit to the various stakeholders. Ensure that the recipient sign on the delivery book or register. Comply with the rotation roster. Adhere to all legal instruction given to you written or verbally by senior member. Adhere to time lines. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).

ENQUIRIES : Ms N.F.Ramela Tel No: (011) 933- 8148
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** : 11 February 2022
- POST 03/217** : **LAUNDRY AID REF NO: JUB 01/2022 (X2 POSTS)**
Directorate: Admin and Logistics Management
- SALARY** : R104 073 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Grade 10-12 or Abet Level 1-4. 12 Months working experience in Laundry Services. Numerical skills. Batho Pele Principles. Knowledge of National CORE standards. Must have proven knowledge of mending & sewing (Certificate).
- DUTIES** : Collection of soiled linen from the wards and out-patients department daily. Deliver clean linen to respective wards daily. Packing, unpacking, and counting of soiled and clean linen daily. Sluice soiled linen daily. Pack linen accordingly in the linen bank and in the wards. Participate in the bi-annual and annual stock taking. Willingness to go extra mile when need arises. Adhere to guidelines and prescripts that guides laundry services. Cleaning and damp dusting in the laundry. Willingness to work shifts, holidays and weekends when need arise. Mending and sewing torn patients clothing.
- ENQUIRIES** : Mr. Tshelane M.G Tel No: (012) 717 9300 Ext 9352)
APPLICATIONS : Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Temba, Jubilee District Hospital.
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full, and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83 A recent, comprehensive CV, specifying all qualifications and experience, with respective dates, uncertified copies of qualifications and ID must be attached (Only shortlisted candidates will be required to certify such copies). General information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 11 February 2022 Time: 16:00
- POST 03/218** : **PROPERTY CARE-TAKER REF NO: JUB 02/2022**
Directorate: Admin and Logistics Management
- SALARY** : R104 073 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Grade 10-12 or ABET (Level 1-4) or equivalent qualification special requirements (skills needed). Problem solving. Customer Service. Verbal communication. Have a proven knowledge of repairing/servicing gardening equipment's e.g., Lawn mower, brush cutters etc. knowledge of few repetitive tasks such as equipment, gardening, health and safety measures and incident handling procedure. Basic numeracy, interpersonal relationships, ability to operate elementary and machines, organizing and literacy. Tractor operating license will be an added advantage. Must be physically demanding nature.
- DUTIES** : Plant trees, flowers, shrubs, grass, and other plants in the gardens. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding, and pruning where necessary. Mow lawns and do the cutting of grass edges. Load and unload a variety of articles needed on the grounds on/off trucks. Irrigate lawns. Remove refuse from terrain, load on truck and dump it. Keep other structures clean and tidy (e.g., site ward facilities, parking areas, residence areas, ditches, and gutters). Assist with preparation of grounds for functions. Check the service ability of machinery and equipment. Clean machinery and equipment daily

after use. Report any defaults on the terrain to foreman grounds man. Service and repair gardening equipment's such as Lawn mower and brush cutter etc.

ENQUIRIES
APPLICATIONS

: Mr. K. Koenaitel Tel No: (012) 717 9518
: Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449. Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Temba, Jubilee District Hospital.

NOTE

: Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full, and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83 A recent, comprehensive CV, specifying all qualifications and experience, with respective dates, uncertified copies of qualifications and ID must be attached (Only shortlisted candidates will be required to certify such copies). General information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

CLOSING DATE

: 11 February 2022 Time: 16H00

PROVINCIAL TREASURY

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



APPLICATIONS

: Applications must be submitted on a duly New signed Z83 form, comprehensive CV only shortlisted candidates will submit certified documents. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107.

CLOSING DATE

: 11 February 2022

NOTE

: Applications must be submitted on new z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. The copies of qualifications, ID, drivers' license and relevant certificates need not be certified when applying for the post. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021, should an application be received using the incorrect application for employment

(Z83) form, it will not be considered. You need to fill in all sections of this form completely, accurately and legibly.

MANAGEMENT ECHELON

- POST 03/219** : **DIRECTOR: MUNICIPAL FINANCIAL MANAGEMENT SUPPORT REF NO: 2022/02/07**
Directorate: Municipal Financial Management
- SALARY** : R1 057 326 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENT** : Johannesburg
: A degree (NQF level 7) in Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting/Public Management/Local Government. Any qualification in Commercial or Business Law will be an added advantage. At least 5 years' experience at middle management level. 5 years of work experience in the fields of financial management and support BUT related to the job duties below, preferably in local government or Provincial Treasuries. Any experience in the fields of Commercial or Business Law will be an added advantage.
- DUTIES** : Strategic management of the directorate, including staff management, Annual Performance Plan (APP) and Annual Operational Plan (OPS) plan targets management. Oversight over financial problems in municipalities and municipal entities. Strategically enhance the monitoring of financial problems in municipalities eg, through the development of financial performance dashboards or early warning detection tools, etc. Report to executive management on progress /status of recovery plans or turnaround strategies in municipalities. Manage the review of policy frameworks in the field of municipal financial recovery services and conduct research on best practices, etc. Oversee the municipal advisors programme and related administrative processes eg. Performance management, monthly reporting, etc. Support to municipalities and participation in intergovernmental structures. Strategic leadership on monitoring and implementation of chapter 13 of the MFMA which include amongst other: Joint work with CoGTA and National Treasury on matters of provincial interventions and recovery plans, etc. Ensure the MEC for Finance comply with the conduct of regular reviews of any active provincial interventions. Collection and monitoring of financial recovery plans and monthly progress reports by municipalities and coordination of FRP Progress meetings and participation in relevant workstreams. Collection and review of portfolios of evidence submitted by municipalities with progress reports.
- ENQUIRIES** : MR HR Tsotetsi Tel No: 011 227 9000

OTHER POSTS

- POST 03/220** : **DEPUTY DIRECTOR: FINANCIAL AUTOMATION MANAGEMENT SYSTEMS (FAMS) REF NO: 2022/02/08**
Directorate: Financial Governance
- SALARY** : R744 255 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Johannesburg
: A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Accounting/Finance or Financial Information Systems. 3 – 5 years' experience at a Junior Management Level (ASD) in Accounting/Finance. Experience in Project implementation and support. 3 years' experience in Accounts Payable/Accounting and system support and project implementation. Intermediate financial knowledge (BAS/SAP) will be an added advantage. Knowledge of the Supply Chain cycle within GPG.
- DUTIES** : To manage the Financial Automation Management Systems (FAMS) Section: Manage the processing team; Manage the projects support and implementation (E-invoicing and P Card) team; Manage the technical support team for projects (E-invoicing and P-card); Monitor Provincial Departments 15/30 Day Payment SLA; Management and Implementation of Ad-Hoc Projects: Management of Staff.

ENQUIRIES : Ms. Tshiamo Sokupha Tel No: 011 227 9000

POST 03/221 : **ASSISTANT DIRECTOR: QUALITY ASSURANCE REF NO: 2022/02/09 (X6 POSTS)**
 Directorate: Gauteng Audit Services
 Re-advertisement therefore if you have applied previously please do not re-apply as your previous application will be considered.

SALARY : R382 245 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Internal Auditing. 3-5 years' experience in internal auditing. Drivers license. Knowledge of PFMA Act, Treasury Regulations, DPSA Frameworks and IIA Standards. Good communication skills, computer skills, Financial Management skills, supervisory skills, project management skills and analytical skills.

DUTIES : Interpret and implement Internal Audit Quality Assurance standards and procedures. Evaluate correct application of Internal Audit Quality Assurance standards and methodologies. Review of audit files to detect non-conformance with applicable Internal Audit Standards and Audit Methodology. Supervise a pool of multi-skilled Quality Assurance Auditors. On the job supervision/mentoring, coaching motivating and training of team (Maintain the standards set by the IIA and methodology). Review working papers compiled by the team members. Investigate customer complaints and based on the results of Customer Satisfaction Surveys, collect and compile statistical quality data to improve internal audit efficiency. Recommend and monitor corrective and preventive actions. Prepare reports to communicate outcomes of Quality Assurance review. Identify training needs and training interventions to meet quality standards. Appraise and evaluate the performance of the team members and draw up Developmental Plans.

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

POST 03/222 : **ASSISTANT DIRECTOR: SYSTEMS SUPPORT REF NO: 2022/02/10 (X2 POSTS)**
 Directorate: Financial Governance

SALARY : R382 245 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Computer Science/Information Technology/Informatics/Financial Information Systems/Finance related qualification/Public Management. 3 – 5 years' experience in Enterprise Resource Planning (ERP) System Support Procurement Support and Financial Accounting (SAP FI, MM) and training. 3 – 5 years' experience in a full cycle of project implementation as well. Both ERF support system and project management experience are mandatory requirements for these posts.

DUTIES : Oversee and monitor the management of internal controls in line with the ERP system standards. Manage the relationships with key stakeholders to ensure implementation of new reforms. Roll out the procurement system to all customer sites and provide continuous support. Review and implement business processes for procurement and inventory management. Identify and lead the implementation of new reforms. Oversee the rollout of inventory management in the province. Manage and oversee change management in all new projects. Conduct presentations to GPG departments with regards to new enhancement on the system. Oversee User support and problem resolutions on the support queries across all SAP modules. Manage the development of the operational plan and risk registers for the business unit and report on implementation progress.

ENQUIRIES : Ms. Tshiamo Sokupha Tel No: 011 227 9000

POST 03/223 : **ASSISTANT DIRECTOR: MACRO-ECONOMIC ANALYSIS REF NO: 2022/02/11**
 Directorate: Sustainable Fiscal Resource Management

SALARY : R382 245 per annum, (plus benefits)
CENTRE : Johannesburg

<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF level 7) as recognised by SAQA Degree in Economics. 1 - 2 years' experience in economic report writing. 2 – 3 years' experience in Economics.
<u>DUTIES</u>	:	To determine and evaluate economic parameters and socio-economic imperatives within a provincial and macro-economic context. Support the Deputy Director by producing good quality chapters in the research publications of Economic Update, SERO and good quality Economic Bulletins and Weekly Economic Newsletters. Perform econometric modelling for research and provide economic information to meet ad hoc requests. Determine and analyse key economic variables, their interrelation and relevance for the budget. Support the Budget Management unit by researching and producing good quality contributions to the economic section of the Estimates of Provincial Receipts and Expenditure. Use regional economic outlook based research to produce good quality chapters in periodic publications of Economic Update, SERO and economic reports to inform policy makers for the purpose of decision making. Perform econometric modelling and/or be able to use Computable General Equilibrium (CGE) for research, analysis and forecasting of trends to inform policy makers of the potential future impact of their decisions and the unfolding events in the economy. Remain abreast with all economic trends both locally and internationally so that the impact of these on the provincial economy can be anticipated. Provide economic information to meet ad hoc requests, which enable other units and departments within GPG and also municipalities, to deliver their outputs. Help with the logistics on the road shows to the stakeholders and attending to follow-up questions rising from the meetings. Support the Fiscal Policy Analysis unit by researching and producing good quality contributions to the economic chapter of the provincial Medium-Term Budget Policy Statement. Support the Deputy Director and keep stakeholders informed about the current economic landscape by producing good quality contributions to the weekly economic newsletters. Interact with service providers to secure editing services for the unit's main publication of SERO.
<u>ENQUIRIES</u>	:	Ms. Tshiamo Sokupha Tel No: 011 227 9000
<u>POST 03/224</u>	:	<u>HUMAN RESOURCE DEVELOPMENT: PRACTITIONER REF NO: 2022/02/12</u> Directorate: Corporate Services
<u>SALARY</u>	:	R261 372 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A relevant 3-year tertiary qualification, e.g. National Diploma or Degree in Human Resource Management, Management of Training or Public Administration. 1-2 years' experience in HRD experience. Understanding HR legislations. Knowledge of research, Project Management and sound writing and facilitation skills.
<u>DUTIES</u>	:	To provide administrative and co-ordination support of the training and development function within the department. Plan, organise and monitor course conducted for staff in Gauteng Treasury. Advises directorates managers regarding training opportunities including AET programme. Evaluate and co-ordinates the purchase and delivery of training programmes. Oversees training records and draw up training reports. Assist in bursary administration and administer stays. Assist quarterly and monthly HRD report. Co-ordinates training facilities communicates training to all relevant parties using different mediums. Act as a liaison person between the business units and other stakeholders. Facilitate the appointment of interns, learnership and related youth development programmes.
<u>ENQUIRIES</u>	:	Ms. Tshiamo Sokupha Tel No: 011 227 9000
<u>POST 03/225</u>	:	<u>HUMAN RESOURCE PRACTITIONER: RECRUITMENT REF NO: 2022/02/13</u> <u>(X2 POSTS)</u> (12 Months Contract) Directorate: Corporate Services
<u>SALARY</u>	:	R261 372 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Human Resource as recognized by SAQA. Introduction to Persal Certificate. 1-2 years' experience in Recruitment environment. Public sector experience.

DUTIES : Co-ordinate human resource administration matters within the Department which includes inter alia: Administering recruitment, selection and appointment of employees. Establish control and monitoring mechanism to ensure efficient and effective implementation of Recruitment and Selection processes. Co-ordinate all interviews and assessments. Develop/quality assures the correctness of submissions to delegated authorities. Reserve posts on Persal. Engage with stakeholders. Process all vacancies from the point when the vacancy has arisen until the vacancy has been filled, in line the recruitment SLA's. Administering Background checks. Implement and monitor recruitment and placement strategy. Assist management with recruitment processes. Serve in the Departmental on recruitment and selection panels. Advise on the human resources procedures to be followed. Ensure compliance to acts and regulations. Administer the correctness of submissions to delegated authorities. Build operational efficiency and effectiveness on personnel administration support services. Address queries. Updates on HR legislation, circulars, resolutions and agreements. Ensure content of updates are studied and understood. Ensure compliance to legislation, circulars, resolution, agreements and procedures. Render guidance/advise and assist staff and other managers on HR Management practices and policy matters relating to scope.

ENQUIRIES : MR HR Tsoetsi Tel No: 011 227 9000

POST 03/226 : **PERSONAL ASSISTANT REF NO: 2022/02/14**
Directorate: Municipal Financial Management

SALARY : R261 372 per annum, (plus benefits)
CENTRE : Johannesburg

REQUIREMENTS : Matric with relevant experience and or any relevant qualification. 3 – 5 years' experience in office management or similar role in administration or financial administration. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good grooming and presentation. Self-management and motivation.

DUTIES : Render administrative support services which amongst other include; ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collate and compile reports, e.g. Progress reports, Monthly reports, Management reports, etc. Scrutinize routine submissions/ reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Filing of documents for the manager and the unit where required. Manage network drive folder of Chief Director. Collect analyses and collate information requested by the manager. Clarify instructions and notes on behalf of the manager. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the manager.

ENQUIRIES : MR HR Tsoetsi, Tel No: 011 227 9000

POST 03/227 : **CLEANERS REF NO: 2022/02/15 (X2 POSTS)**
Directorate: Corporate Services

SALARY : R104 073 per annum, (plus benefits)
CENTRE : Johannesburg

REQUIREMENTS : ABET /AET and No experience required. Skills and Knowledge: Knowledge of procedures and processes regulating the Auxiliary Support services in the Public services. Knowledge of processes and system regulating the management of general, domestic and office services functions. Knowledge of Batho Pele principles. Knowledge of Assets Management.

DUTIES : Assist the Deputy Director in the management of the departmental security Section and include the following: Provision of cleaning services; Cleaning of Offices, Corridors, Elevators and Boardrooms by: Dusting and waxing office furniture, Sweeping, scrubbing and waxing of floors, vacuuming and shampooing floors, Cleaning walls, windows and doors. Emptying and cleaning of dirty bins, collect and removing of waste papers, freshen the areas, clean general kitchen by cleaning

ENQUIRIES

of basins, wash and keep stock of kitchen utensils, cleaning the restrooms by refilling hand wash and liquid soap, replace toilet papers, hand towels and refreshers, empty and wash waste bins, keep and maintain cleaning materials and equipments, report broken cleaning machines and equipments, cleaning of machines etc.) And equipment after use, request cleaning materials.
: Ms. Baleseng Sedibe Tel No: 011 227 9000