

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: DR. George Mukhari Academic Hospital): Kindly note that the following post was advertised in Public Service Vacancy Circular 03 dated 28th January 2022, Operational Manager Nursing General: PNA-5 (OPD: Tshepang Clinic) (with Ref No: Refs/012912; the post has been withdrawn. and. The post of Assistant Manager Nursing Night Duty Services: PNA7 (01 post) refs/012916. The advert has been amendments as follow: Duties have been amended as follows: Monitor and evaluate service delivery (Nursing) on Night Duty. Ensure that the clinical nursing practice by the nursing team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Work effectively and amicably at management level with persons of diverse intellectual .Able to manage own work and that of units reporting to the post and to ensure appropriate interventions to enhance nursing services at facility level. Able to develop and maintain a nursing service environment that promotes the rights of patients, advocating and facilitating proper treatment and care and ensuring that the principles of the values are adhered to. Demonstrate a basic understanding of Human Resources and Financial Management, Policies and Practices. Participate in training, research and self- development. Manage resources effectively and efficiently. (Human and Material). Demonstrate a basic understanding of the legislative framework governing the public service. Identify and develop policies relating to all Clinical Units. Resolve patient care related challenges/problems on Night Duty. Manage any conflict identified. Demonstrate a basic understanding of the legislative framework governing the public service .Ability to direct a multidisciplinary team at to ensure good nursing care at area/facility level. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Able to plan, maintain and control the nursing services budget for the area/facility. The closing date has been extended to the 18 February 2022. **Thelle Mogoerane Hospital:** Kindly note that the following X2 posts were advertised in Public Service Vacancy Circular 03 dated 28 January 2022, The Requirements have been amended as follows (1) Head of Clinical Unit (Critical Care Unit) ref: 03/142: Minimum years of experience is Seven (7) years. (2) Assistant Nursing Manager (Specialty Clinical Education and Training Unit) ref: 03/165: Master's degree will be an added advantage. The Closing date has been extended to 18 February 2022.

OTHER POSTS

<u>POST 04/171</u>	:	<u>MEDICAL SPECIALIST REFS REF NO: REFS/013061</u> Directorate: Internal Medicine- (Geriatrics and Palliative Care)
<u>SALARY</u>	:	Grade 1: R1 122 630 per annum, (all-inclusive package) Grade 2: R1 283 592 per annum, (all-inclusive package) Grade 3: R1 489 665 per annum, (all-inclusive package)
<u>CENTRE REQUIREMENTS</u>	:	Charlotte Maxeke Johannesburg Academic Hospital Grade 1: (Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Internal Medicine and/or a sub specialist in Internal Medicine. Registration with the HPCSA as Medical Specialty in Internal Medicine. No experience required after registration with the HPCSA as Medical Specialist. The following will be an added advantage: Preference will be given to candidates with FCP (Part 1), ACLS, AMLS, Diploma in HIV Management and with post community service medical officer work experience in Internal Medicine. Medical Specialist Grade 2: Appropriate qualification that allows for registration with the HPCSA as Medical Specialist in Internal Medicine. Registration with the HPCSA as Medical Specialist in Internal Medicine and proof of current registration. A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Internal Medicine. Medical Specialist Grade 3: Appropriate qualification that allows for registration with the HPCSA as Medical Specialist in Internal Medicine. Registration with the HPCSA as Medical Specialist

		in Internal Medicine and proof of current registration. A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Internal Medicine.
<u>DUTIES</u>	:	As a consultant, the candidate will be responsible for clinical management of general medical patients and sub specialist medicine responsibilities. The incumbent will be required to lead operational and academic ward rounds including post-intake, follow-up and grand rounds. As the most senior doctor in the unit, the incumbent will be required to supervise registrars, medical officers, intern doctors and students in patient care and the performance of diagnostic and therapeutic procedures. Other clinical duties will include managing patients at OPD, managing patients attending the Subspecialty OPD or Specialty Ward Consultations within a relevant Sub-specialty. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role and clinical mentor to junior doctors and associated clinical staff. Co-ordination of sub specialist services at CMJAH and cluster hospitals for both inpatient and outpatient services. Supervision of clinical technology services as required. Overseeing the development of appropriate referral pathways and development of services at referral hospitals. Participation in the academic duties of the Wits Internal Medicine and related Departments/ Sub Specialties. Performance of research within the department. Supervision of research within the department and MMed students. Training and supervision of Senior registrars, Registrars, Medical Officers, Medical Interns and Medical students including tutorials, Teaching ward rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff.
<u>ENQUIRIES</u>	:	Prof. A Mahomed Tel No: 011 488 3654/3554
<u>APPLICATIONS</u>	:	Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za . Please use the reference as subject.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a new Z83 form 2021 (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with a C.V, applications must include three (3) contactable references, Copies of I.D and Qualifications to be attached. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. Coloured Males and females, Indian Females and White females are encouraged to apply.
<u>CLOSING DATE</u>	:	18 February 2022
<u>POST 04/172</u>	:	<u>MEDICAL REGISTRAR REF NO: SBAH 016/2022</u> Directorate: Radiation Oncology
<u>SALARY</u>	:	R833 523 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	MBChB Full Registration with Health professional's council of South African as Medical Practitioner. Appropriate qualification and full general practitioner registration with HPCSA. Prior oncology experience preferable. Research experience would be an advantage.
<u>DUTIES</u>	:	Clinical (outpatient, inpatient and overtime cover) duties at the department of Radiation Oncology Steve Biko Academic Hospital. Applicant will be part of the academic training program for the specialty of Radiation Oncology. The successful applicant will be required to register for the MMED Radiation Oncology at University of Pretoria, Health Sciences. Completion of Part 1 and part 2 exam (Radiation

Oncology, College of Medicine South Africa). A completed research dissertation (MMED) is compulsory for specialist qualification.

ENQUIRIES : Dr. S Bassa Tel No: 012 354 1185/1553

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 : 18 February 2022

POST 04/173 : **MEDICAL OFFICER - ANAESTHESIA (1 POST) GRADE 1-3 REF NO: FERH/MED-01/2022**
Directorate: Medical

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

CENTRE : Far East Rand Hospital

REQUIREMENTS : Senior certificate (Grade 12/Matric) and MBCHB degree or equivalent. Annual registration receipt and registration certificate with HPCSA as an independent medical doctor. Must be post community service. Anaesthesia experience with possible Diploma. Basic interpersonal and communication skills. BLS, ATLS. Full comprehension of Batho Pele principles. Be able to commuted overtime. High level of integrity, passion and commitment to the profession.

DUTIES : Will work under supervision of the specialist anaesthetist. Pre- operative duties, with patient assessment and readiness for anaesthesia. Theatre preparation and provision of anaesthetic services and pain control. Post-operative and pain management. Teaching of interns and nursing staff. Preparation for DA (SA) and FCA part1 exam. Work with emergencies.

ENQUIRIES : Dr N Jwara Tel No: 011 812 8308

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

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

CLOSING DATE : 18 February 2022

POST 04/174 : **MEDICAL OFFICER - RADIOLOGY GRADE 1-3 REF NO: FERH/MED-02/2022 (1 POST)**
Directorate: Medical

SALARY : R833 523 - R897 939 per annum, (all inclusive package)

		R953 049 - R1 042 092 per annum, (all inclusive package) R1 106 037 - R1 382 802 per annum, (all inclusive package)
<u>CENTRE REQUIREMENTS</u>	:	Far East Rand Hospital
	:	Senior certificate (Grade 12/Matric) and MBCHB degree or equivalent. Annual registration receipt and registration certificate with HPCSA as an independent medical doctor. Must be post community service. Computer literacy essential (digital equipment). Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics. Must be able to work independently with little supervision. Must have basic knowledge in interpreting and reporting CT scans and ultrasound. Knowledge of Public service legislation, policies and procedures.
<u>DUTIES</u>	:	Diagnostic radiology departments provides 24 hours' service. Candidate will have to participate in the after-hours calls roster (Compulsory & non-negotiable). Assist in interpreting scans and X-rays to interns, students and junior MO's if they struggle after hours. Participate & facilitate in CPD as required by the HPCSA. Adherence to Batho Pele principles, National Core standards, Quality Assurance and other Public service policies and acts. Carry out duties delegated by the departmental management. Must be a team player within the department and institution. May be delegated to run the department time and again when there is no seniors.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr N Jwara Tel No: 011 812 8308
	:	Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<u>NOTE</u>	:	Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/ previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.
<u>CLOSING DATE</u>	:	18 February 2022
<u>POST 04/175</u>	:	<u>CLINICAL PSYCHOLOGIST GRADE 1-3 REF NO: FERH/CLINICAL-01/2022 (X1 POST)</u> Directorate: Therapeutic & Medical Support Services
<u>SALARY</u>	:	R724 062 - R796 041 per annum, (all -inclusive package) R844 884 - R937 704 per annum, (all -inclusive package) R980 529 - R1 155 006 per annum, (all -inclusive package)
<u>CENTRE REQUIREMENTS</u>	:	Far East Rand Hospital
	:	Grade 12 plus Master's degree (Msc) in Clinical Psychology. Registration with HPCSA as a Clinical Psychologist and annual registration. No experience required after registration as a Clinical Psychologist in respect of RSA qualified who performed community service in the relevant profession as required in RSA. One (1) year relevant experience required after registration with HPCSA as a Clinical Psychologist in respect of foreign qualified employees, of whom it is not required to have performed community service as required RSA. Computer Literacy is highly

		recommended. Knowledge of policies, protocols and guidelines. Be able to work within the multi-disciplinary team. Plan and implement health awareness campaigns and staff in service trainings. Fluent in Afrikaans language (Speak, Read & Write). Public service experience will be added advantage.
<u>DUTIES</u>	:	Plan and implement a cost effective, sustainable Psychology service. Apply knowledge of evidence-based techniques. Apply knowledge of relevant acts, regulations and policies. Assist with supervision and training of other staff members. Implement and manage the performance management & development system in the department. Monitor & motivate for equipment and other resources. Assist with implementing and monitoring of effective record keeping, accurate statistics, collection and analysis thereof. Monitor and evaluate high standard of quality assurance. Contribute effectively in staff meetings, teams meetings, committee meetings and multidisciplinary meetings. Take a leadership role and attend meetings and hospital functions in the absence of the head of department. Promote and retain good working relationship with the referring facilities.
<u>ENQUIRIES</u>	:	Ms. MM Motsele Tel No: 011 812 8566
<u>APPLICATIONS</u>	:	Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<u>NOTE</u>	:	Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/ previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.
<u>CLOSING DATE</u>	:	18 February 2022
<u>POST 04/176</u>	:	<u>OPERATIONAL MANAGER SPECIALITY PNB 3 REF NO: REFS/013070 (X1 POST)</u> Directorate: Trauma & Emergency Area
<u>SALARY</u>	:	Grade 1: R571 242 – R642 933 per annum, (plus benefits)
<u>CENTRE</u>	:	Leratong Hospital
<u>REQUIREMENTS</u>	:	Diploma/degree in Nursing as a Professional Nurse accredited with the South African Nursing Council in terms of Government Notice 425. Post basic qualification with the duration of at least 1 year Diploma in Trauma & Emergency Nursing in accordance with R212. 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 Trauma & Emergency nursing. Diploma/degree in Nursing Management will be an added advantage. Knowledge of Health, Nursing and Public Service Legislation is recommended. Strong leadership, good communication and sound interpersonal skills are necessary.
<u>DUTIES</u>	:	Provide effective supervision and leadership for staff in the area in line with all relevant legislation and prescripts. Coordination of optimal, holistically specialised nursing care provided within set standards and a professional / legal framework.

Effectively manage the utilisation and supervision of resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintaining professional growth/ ethical standards and self-development. Initiate programmes that will ensure quality nursing care in the specialised area. Ensure implementation and promotion of Quality Assurance programmes (complaints and patient safety management), Infection Prevention and Control and Health and Safety principles. Promote quality of nursing care as directed by the National core standards & Ideal Hospital Realization and Maintenance Framework. Participate in after hours and night supervision shifts as delegated. Implement relevant recommendations and priorities of the National Strategic plan for Nurse education, training, and Practice. Participate in realisation of the Hospital Operational Plan. Monitor performance using Performance Management and Development System.

**ENQUIRIES
APPLICATIONS**

: Ms L. Sibiya Tel No: 011 411 3506 / 3834
 : Applications should be hand delivered to: Charmdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 (Noon) on the closing date.

NOTE

: Applications must be submitted on a fully completed and signed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as copies of all qualification/s, current registration with SANC and ID document. Only Shortlisted candidates will be required to submit certified copies of qualifications and ID before interview. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants. People with disability are welcome to apply. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. Applications should be submitted at Leratong Hospital Human Resource.
 : 18 February 2022

CLOSING DATE

POST 04/177

: **OPERSTIONAL MANAGER NURSING SPECIALTY: NEPHROLOGY REF NO:
SBAH 017/2022**
 Directorate: Nursing

**SALARY
CENTRE
REQUIREMENTS**

: R571 242 per annum, plus benefits
 : Steve Biko Academic Hospital
 : 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 Nephrology 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 Nephrology 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. 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 APPLICATIONS** : Ms. AM Mowayo Tel No: 012 354 1300
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** : 18 February 2022
- POST 04/178** : **ASSISTANT MANAGER NURSING: QUALITY ASSURANCE REFS NO: SBAH 018/2022**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R571 242 per annum, plus benefits
Steve Biko Academic Hospital
Minimum qualifications: Grade 12. Basic qualification accredited with the South African Nursing Council (SANC) in terms of Government Notice 425. i.e. diploma/degree in Nursing as a Professional Nurse. A minimum of 8 (eight) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Minimum of 3 years of experience working in Quality Assurance management only. Computer literate. Must have strong written and oral abilities. Leadership skills are necessary for motivating and directing staff and overseeing projects. Have proof reading skills to ensure all materials, specialty data and of high-quality and accurate. Generate reports and be able to make a presentation. Complete knowledge of the National Core Standard for Health Establishment. Excellent interpersonal relationships. Fair knowledge of relevant laws of the country. A valid driver's license. Current South African Nursing Council annual practicing certificate. Service certificate compulsory.
- DUTIES** : Facilitate development of hospital's Quality Assurance Operational policies and SOP's. Train employees in implementing all Quality Assurance standards, and ensure all employees are following guidelines for Quality Assurance follow-up procedures. Service quality by implementing process controls, data analysis and measurement devices. Leads in ensuring that the hospital is accredited in accordance with the Office Standards compliance on National Core Standards, six priorities and Ideal hospital framework for Health Establishment. Ensure that the quality of care is maintained by conducting inspections and performing audits. Responsible for bringing any quality issues to the attention of senior management as soon as they are identified. Develops and administers the quality education process formulation of senior management as soon as they are identified. Develops and administers the quality education process formulating quality improvement programs for the hospitals. Writing reports, survey and quality audits for management or the Department of Health. Actively support and participate in Quality Management System training programs and other quality related training. Recommends quality tools and techniques to be used in measuring the hospital's quality performance and variations, and solving quality problems. Establish criteria for quality reviews. Reviews non-conformances, corrective actions, observations, and patients complaints for respective trends, and recommendation for changes and/or processes. Supervision of subordinates.
- ENQUIRIES APPLICATIONS** : Dr. MP Mathebula Tel No: 012 354 2222
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** : 18 February 2022

POST 04/179 : **OPERATIONAL MANAGER – MOU (SPECIALTY) REF NO: JHB/D/10 (X2 POSTS)**

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

SALARY
CENTRE
REQUIREMENTS

: R571 242.per annum, plus benefits

: Soweto Clinics

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

DUTIES

: Ensure proper general management of the maternal obstetric unit, personnel, patients and resources. Teach, delegate, monitor and evaluate performance/ appraise personnel. Deputize the clinic manager in her/ his absence. Ensure clinical practice by the clinical team in accordance with the scope of practice and Nursing Standards. Compile reports, analyze data, identify gaps and take remedial steps. Ensure proper record keeping. Provide comprehensive Mother, Child, Woman, & Neonatal Services. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the Office of the Health Standards Compliance and Ideal Clinic. Ensure community participation, manage Labour Relation issues. Ensure implementation of government polices including quality priorities, Batho Pele and Patients' Rights. Liaise with all relevant stake holders to improve services rendered. Ensure management of multi-disciplinary teams within the facilities. Provide comprehensive Primary Health Care service. Ensure effective, efficient, coordination and integration of quality health care services. Empower staff to prevent occurrence of Patient Safety Incidents (PSI). Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS). Develop and implement staff training plan. Ensure effective implementation of services, Quality Improvement Plans, Occupational Health and Safety as well as Quality Assurance Program etc. Ensure compliance with clinical protocols, Norms and Standards within the clinic. Adhere to the Office of the Health Standards Compliance requirements and ensure effective achievement on ministerial priorities, Ideal clinic compliance and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Attend to grievances of staff, administer discipline, and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of daily, weekly, monthly, quarterly and annual reports. Manage and implement COVID19 guidelines. General administration duties and management soft skills is mandatory.

ENQUIRIES
APPLICATIONS
NOTE

: Mrs. M. Mazibuko Tel No: (011) 984 4120

: must be submitted to: JhbHealth.DistrictJobApplications@gauteng.gov.za

: If you have not being consulted in three months after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender and disability. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting; and copies of ID, qualifications and other documents attached (shortlisted candidates will be requested to bring certified documents during or before interview date). Applicants

must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Candidates will be subjected to security screening, reference, vetting and medical process. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

- CLOSING DATE** : 18 February 2022
- POST 04/180** : **DISTRICT MANAGER GRADE 2-3 (SEDIBENG DISTRICT) REF NO: EMS/DISTRICT M/01/2022**
Directorate: Directorate: Emergency Medical Services
- SALARY REQUIREMENTS** : R544 152 - R586 197 per annum, (plus benefits)
: ECT/CCA/N.DIP/B TECH with a minimum of 3 year after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver's license with PrDP, Registration certificate and current registration with HPCSA. Relevant tertiary management qualifications, as well as 3- 5 years in managerial experience.
- DUTIES** : Responsible for co-ordination of Emergency Medical Services at District level. Render an effective and efficient Planned Patient Transport and Obstetric Emergencies. Possess expert knowledge of the legislative and policy framework informing the areas of operation. Promote sound Labour relations within the institution by ensuring discipline among staff. Perform leadership functions i.e. give advice and guidance, interpretation and application of directives and policies, planning, budgeting and exercising of control over activities. Ensure effective use of human resources and financial management in the district. Assist Provincial Services to develop and monitor the framework, norms and standards for emergency medical services including contracted services, emergency care, equipment and vehicles. Implement quality assurance programmes for Emergency Medical Services. Management repairs and maintenance of district fleet, in line with operational targets. Plan and co-ordinate disaster management action from an Emergency Medical perspective and arrange emergency exercises if required. Compile regular statutory reports with recommendations and make inputs on budget planning. Assisting management in Operational and infra-structure planning. Control emergency care services according to valid standards and indicators. Assist in the development and provisioning of goal directed education and training to all emergency care personnel. Liaise with relevant stakeholders. Authorizations of private EMS services for the entire Gauteng Province when on duty and on standby. Ensure EMS indicators are met according to prescribed targets. Ensure Sub-ordinates performance indicators are met and apply remedial action for non-performance. Communicate with allied health institutions to improve EMS services within the district. Implement the requirement of EMS regulations at your district and ensure all ambulances are licensed by Inspectorate, for operations. Understand and ensure all staff have been trained in the CPG 's.
- ENQUIRIES APPLICATIONS** : Mr C R Errakiah Tel No: (011) 564 2002
: Applications with clearly marked reference numbers must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311, Halfway House, 1685
- NOTE** : Candidates will be asked to do a 10-minute presentation, on the Operations Management and Governance at District Level, more applications must be submitted on the new Form Z83 (fully completed) 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 be considered.
- CLOSING DATE** : 18 February 2022

POST 04/181 : **ASSISTANT DIRECTOR: RADIOGRAPHER REF NO: REFS/013071 (X1 POST)**
Directorate: Radiography Department

SALARY : Grade 1: R525 087 – R582 771 per annum, (plus benefits)
CENTRE : Leratong Hospital

REQUIREMENTS : Appropriate National Diploma / Degree in Diagnostic Radiography. Current registration with HPCSA as a Radiographer. Minimum of 3 years' experience as Diagnostic Radiographer and 5 years' experience in supervisory level at Radiography Department. Computer literacy, Knowledge of Radiation procedures and protocols, Ideal Hospital Realization Framework and Human Resource Management. Good communication skills, good interpersonal and leadership skills. Ability to resolve problems and be able to take decisions in a multidisciplinary environment. Participate in Quality Assurance programs, Health and Safety and Infection Control.

DUTIES : To support the Radiographer Manager in order to meet the objective of the Department. Manage subcomponent by supervising the staff performing relevant administrative functions. Ensure efficient and effective control and use of all equipment. Develop, implement and monitor policies and procedures to ensure the effective running of the Department. Chairing meetings and render effective patients centered Radiography service for both in and outpatients. Supervise subordinates for efficient and effective services delivery to promote Batho Pele in execution of all tasks for efficient ethics. Ensure timeous submission of monthly report and stats to the manager.

ENQUIRIES : Dr S Mokae Tel No: 011 411 3679
APPLICATIONS : Applications should be hand delivered to: Charmdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740.

NOTE : Applications should be delivered by 12h00 (Noon) on the closing date. Applications must be submitted on a fully completed and signed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as copies of all qualification/s, current registration with HPCSA and ID document. Only Shortlisted candidates will be required to submit certified copies of qualifications and ID before interview. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants. People with disability are welcome to apply. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. Applications should be submitted at Leratong Hospital Human Resource.

CLOSING DATE : 18 February 2022

POST 04/182 : **EMS COURSE CO-ORDINATORS REF NO: LCOEC/ACADEMIC/01/2022 (X2 POSTS)**

SALARY : Grade 4: R512 691 per annum, (plus benefits)
CENTRE : Lebone College of Emergency Care

REQUIREMENTS : Grade 12 certificate or equivalent qualification. Candidate must be in position of B-Tech Degree/ Bachelor of Health Sciences in Emergency Medical Care. Candidate must be registered with the HPCSA as Paramedic/ Emergency Care Practitioner for a minimum period of three (3) years. Candidate must have a minimum of three (3) years' experience as an EMS Lecturer and must be currently involved in training for the past 12 months. Current registration with the HPCSA. Experience in EMS

Education and Training. Qualification as an Assessor, Facilitator, Moderator, Management Qualification/ experience and formal Education qualifications will be an advantage. Excellent communication and interpersonal skills as well as writing and verbal communication skills in English. Computer literacy in MS Word, Excel and Power Point is mandatory. Valid code C1 driver's licence with PrDP. Knowledge and ability to apply Legislation and Policy Framework governing EMS. Candidate must be familiar with Legislation and Regulations governing Human Resources, Public Finance and Procurement Management in the Public Sector. Transformational leadership skills with the ability to engage in transformation and respond to the political imperatives of government as it relates to EMS Education and training. Must be able to contribute to the paradigm shift in EMS Education for health service delivery and universal access.

DUTIES : Work within the EMS Education, Training and Development in South Africa. Apply applicable legislation, Regulations and Policy framework governing EMS Education and Training e.g. SAQA Act, Skills Development Act, Employment Equity Act. Further Education and Training Act and other key legislation. Ensure that all aspects of the course are aligned with the HPCSA Regulations. Coordination of all theoretical and practical components of the course. Management of the quality assurance of all aspects of the course. Liaison and Communication with various stakeholders of the College including HPCSA and Local Government. Must be willing to work with learners during experiential learning as per College Policies. On road shifts and inspect/ oversee learners on hospital and road practical phases. Possess in-depth knowledge and understanding of the emergency medical education environment and the NECET policy. Have expert knowledge of the legislative and policy framework informing the learning and teaching. Understand different types of learning and teaching method including online platform. Be able to perform moderation process. Be able to manage formative, summative and continuous assessments of learners efficiently and effectively. Ensure all equipment and learning aids are aligned with HPCSA Regulations and sound Education practices. Provide reports to the Principal when required. Must be willing and able to participate in research at the College. Management of all College staff involved on course and responsible for performance management of staff and learners.

ENQUIRIES APPLICATIONS : Ms B Ramatsetse Tel No: 012 356 8000
: Applications must be delivered to Lebone College of Emergency Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia or can be post to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031.

NOTE : The institution reserves the right not to appoint. Applications must be submitted on the new form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as copies of all qualification/s, Identity document and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the 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. 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, please accept that your application was unsuccessful.

CLOSING DATE : 18 February 2022 at 13h00

POST 04/183 : **CHIEF PHYSIOTHERAPIST REF NO: REFS/013072 (X1 POST)**
Directorate: Physiotherapy Therapy

SALARY CENTRE REQUIREMENTS : Grade 1: R473 112 – R525 087 per annum, (plus benefits)
: Leratong Hospital
: BSC Physiotherapy / equivalent. Registration with HPCSA as an independent practice. Proof of current registration with HPCSA. 3 years' appropriate experience in Physiotherapy. Post graduate management certificate/ degree will be added as advantage. Appropriate and acceptable clinical experience as a physiotherapist

<u>DUTIES</u>	:	must be basic experience and understanding of legislation, computer literacy is recommended. Able to work in multi-disciplinary team and plan health awareness campaigns. Experience in management/ supervision will be an added advantage. Plan and implement Physiotherapist services including human resource and material. Participate in institutional managerial meetings. Implement and manage performance management and Development system. Monitor and motivate for new equipment. Do record and quality assurance audit. Implement staff development and empowerment. Encourage Physiotherapy staff to be involve in institutional events as needed. Promote and retain good relationship with referring facilities.
<u>ENQUIRIES</u>	:	Dr S Mokae Tel No: 011 411 3679
<u>APPLICATIONS</u>	:	Applications should be hand delivered to: Charmdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740.
<u>NOTE</u>	:	Applications must be submitted on a fully completed and signed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recently updated CV as well as copies of all qualification/s, current registration with HPCSA and ID document. Only Shortlisted candidates will be required to submit certified copies of qualifications and ID before interview. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants. People with disability are welcome to apply. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. Applications should be submitted at Leratong Hospital Human Resource.
<u>CLOSING DATE</u>	:	18 February 2022, applications should be delivered by 12h00 (Noon) on the closing date.
<u>POST 04/184</u>	:	<u>SOCIAL WORKER SUPERVISOR GRADE 1-2 REF NO: FERH/SW01/2022 (X1 POST)</u> Directorate: Therapeutic & Medical Support Services
<u>SALARY</u>	:	R389 991 - R452 106 per annum, (plus benefits) R479 640 - R725 517 per annum, (plus benefits)
<u>CENTRE</u>	:	Far East Rand Hospital
<u>REQUIREMENTS</u>	:	Grade 12 plus Seven (7) years relevant experience. Bachelor's degree or equivalent qualification in Social work. Computer literacy (PowerPoint & Excel) will be an added advantage. Good communication, report writing skills, supervision skills and problem-solving skills. Valid registration with SACSSP. Relevant experience in the social work field and health care services. Knowledge in the relevant policies, protocols/SOP and guidelines. Be able to work within the multidisciplinary team.
<u>DUTIES</u>	:	Conduct psycho-social assessment aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions. 50% clinical work. Study, interpret, apply and give information on polices and legislations. Keep up to date with developments in the social work and social welfare fields. Perform all administrative duties required on the job. Submission of weekly & monthly statistics and progress reports to the supervisor. Establish good working relationship with internal & external stakeholders. Participate in the implementation of quality assurance policies and develop appropriate quality improvement for Social work services. Ensure continuous professional development activities as required. Liaise with universities to promote student training. Provide support, advice and guidance to social workers. Control working hours, absenteeism and

		leave of absence. Implement PMDS. Manage the available assets such as office furnisher, stationary and telephone. Conduct in-service training.
<u>ENQUIRIES</u>	:	Ms. N Ntabane Tel No: 011 812 8421
<u>APPLICATIONS</u>	:	Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<u>NOTE</u>	:	Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/ previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.
<u>CLOSING DATE</u>	:	18 February 2022
<u>POST 04/185</u>	:	<u>PROFESSIONAL NURSE – SPECIALTY (THEATRE) (1 POST) GRADE 1-2 REF NO: FERH/NURSE-01/2022</u> Directorate: Nursing
<u>SALARY</u>	:	R388 974 - R450 939 per annum, (plus benefits) R478 404 - R588 390 per annum, (plus benefits)
<u>CENTRE</u>	:	Far East Rand Hospital
<u>REQUIREMENTS</u>	:	Basic Diploma/Degree as a Professional Nurse accredited South African Nursing Council SANC). One (1) post basic qualification in the above mentioned specialty registered with SANC. A minimum of four (4) years appropriate recognisable nursing experience after registration as a professional nurse with SANC. Must be willing to work day and night shift. Basic computer skills and driver's licence. Knowledge of all legislations relevant to the health care services.
<u>DUTIES</u>	:	The incumbent will work under the direct supervision of the operational manager in his/her area of allocation. Provision of nursing care according to their scope of practise of nurse for his/her category will be his/her responsibility. Adherence to the principles of nursing practise according to the scope of practise, all quality assurance standards as well as set rules and standards of nursing in his/her area. Promotion of professionalism and leading by example at all times. Co-ordination of activities of other health team members. Incumbent will be a shift leader of the nursing team and relieving the Operational Manager. Ensuring that all quality assurance standards and other health mandates are implemented during his/her shift.
<u>ENQUIRIES</u>	:	Mrs. M.K Nkuna Tel No: 011 812 8317
<u>APPLICATIONS</u>	:	Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<u>NOTE</u>	:	Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/ previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents.

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

- CLOSING DATE** : 18 February 2022
- POST 04/186** : **ASSISTANT DIRECTOR: SUPPLY CHAIN REF NO: FERH/SC-01/2022 (X1 POST)**
Directorate: Finance
- SALARY CENTRE REQUIREMENTS** : R382 245 - R450 255 per annum, (plus benefits)
: Far East Rand Hospital
: Grade 12 plus minimum Five (5) years relevant experience at a supervisory level or Bachelor's degree/National Diploma in Logistics/Supply chain/Public administration or relevant qualification at NQF Level 6. Knowledge and understanding of all legislative frameworks governing Public service. Excellent communication, interpersonal, reporting and writing skills. Computer Literacy and a valid driver's licence.
- DUTIES** : Co-ordinate (synergise), review, research, analyse and plan the procurement needs of the departments: Research the relevant identified needs (in line with supply chain strategy). Analyse requirements, undertake research, determine and develop proposals for implementation, assess the results on the market, interprets and develops proposals for procurement methodology. Ensure compliance with quality requirements. Determine whether specifications should contain any special conditions. Co-ordinate review, collect and collate information for the annual procurement plan: Collect information from the relevant role players according to the prescribed templates. Check (engage) and analyse the information. Confirm availability of budget. Check alignment against strategic other objectives. Consolidate into procurement plan and table for approval by the accounting officer. Supervise and compile tender/quotation specifications as required: Determine whether the specification for the relevant commodity exists, if not oversee the collection and collation of information and compilation of specification/terms of reference compile and publish requests for proposal as required. Adjudication committee (includes obtaining approval), compile bid documents, publish tender invitation, receiving and opening of bid documents. Co-ordinate, review and compile the list of prospective providers for quotations. Compile terms of reference to invite service providers for an expression of interest. Receive evaluate and adjudicate the expression of interest. Compile data base of approver supplier. Co-ordinate review and source quotations from data base according to the threshold values determined by the National Treasury. Co-ordinate and review the processing of requisitions for goods and services. Receive and process the requisition, co-ordinate the placement of orders for goods and services. Place an order for the service in the case of a service required. Order and acquire goods if not a store item is not in stock. Co-ordinate the safekeeping and distribution of goods. Capture goods on relevant procurement system. Return damaged incorrect and substandard goods. Issue goods as required. Preparation and collation of payment documents. Co-ordinate the control of stock: continuous monitor inventory, stock taking according to stock taking plan. Comparison of stock counted with officials' records. Identify outdated, unserviceable redundant and obsolete stock. Co-ordinate the disposal of stock inventory. Prepare the identified stock for disposal. Develop proposals for the disposal method. Presentation to the disposal

committee for approval. Supervise, monitor, analyse and determine actions to ensure proper contract administration. Administer variations to the contracts, evaluate applications for the price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancellation and development proposals for approval. Undertake dispute resolution and insure that all documentation is prepared and available to resolve disputes. Maintain proper relationship within the code of ethics to ensure delivery of goods/services. Supervise, monitor contract compliance by determining whether products/services are delivered at the right time of the right quantity, right product, right place, right condition, right quality and the right price according to the contract. Supervise and monitor supplier performance according to the contract and services level agreement. Supervise employees to ensure an effective supply chain management service and undertake all administrative functions required with regards to financial and HR administration. This would inter alia. Entail the following general supervision of employees, allocate duties and lead supervisee with regards to all aspects of the work. Manage performance conduct and discipline of supervisee. Ensure that all supervisee 0is trained and developed to be able to deliver work of the required standard effectively.

**ENQUIRIES
APPLICATIONS**

: Ms. VV Bulana, Tel. No: 011 812 8338
 : Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE

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

CLOSING DATE

: 18 February 2022

POST 04/187

: **ASSISTANT DIRECTOR: FINANCE REF NO: EMS/AD/01/2022**
 Re advertisement Post. Candidates who applied previously need to re-apply

**SALARY
CENTRE
REQUIREMENT**

: R382 245 per annum (Level 09)
 : EMS Head Office: Midrand
 : Grade 12 with a three-year qualification, a National Diploma or Degree in Public Finance Management/Cost and Management Accounting/Accounting Management and Financial Information System A minimum of five years' financial experience at a Supervisory level. A valid driver's license. Knowledge and understanding of Public Financial Management Act PFMA), National Treasury Regulations (NTR), Generally Recognized Accounting Practice (GRAP), Division of Revenue Act (DoRA) and other Financial Guidelines & Procedures. Knowledge of Government Financial Systems with preference for BAS, SAP, PERSAL. Skills: Financial Management. Good Communication (both written & verbal); Computer Literacy (EXCEL). Management & Organizational. Human Resources Management with Accountability and Ethical Conduct.

- DUTIES** : Compile and management of yearly and MTEF budget through monthly IYM. monitoring misallocations; shifting of funds and commitment register. Revenue Management through monitoring the collection of funds from mainly EMS Patients, RAF, Medical Aid Schemes, and other Departmental Revenue Resources. Follow-up of outstanding funds and preparation & consolidation of all Financial monthly and quarterly reports. Management of the accounts payable and overseeing all financial & revenue reconciliations and ensure correct and timeous processing of invoices, quality assurance and verification of all Financial transactions. Management of Petty Cash and BAS disallowances. Review and analyze reports including accruals, commitments, 30 days' reports etc. Render professional advice and guidance to Districts Line Functionaries on the interpretation and implementation of financial procedures and policies. Address and prepare for audit queries and implement corrective measures. Ensure management, maintenance, and safekeeping of the Unit's assets. Management and Supervision of the Human Resources in Finance Unit.
- ENQUIRIES** : Ms. FP Maweni Tel No: 011 564 2007
- APPLICATIONS** : Applications with clearly marked reference numbers must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit4 (EMS) or Posted to P.O Box 8311, Halfway House, 1685.
- NOTE** : Applications must be submitted on a new Form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as copies of all qualification/s and ID document. 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, please accept that your application was unsuccessful.
- CLOSING DATE** : 18 February 2022
- POST 04/188** : **ASSISTANT DIRECTOR: ICT REF NO: SDHS 2022/02/01 (X1 POST)**
Directorate: Information Communication and Technology
- SALARY** : R382 245 per annum, (plus benefits)
- CENTRE** : Sedibeng District Health Services
- REQUIREMENTS** : Tertiary Qualification with working experience between 5 and 10 years in Information Communication Technology Support (3 years of the above work experience should be as ICT Supervisor). Specialist training with desktop and network support is essential. Experience in Microsoft Systems and Server administration including, Active Directory Users and Computers, Group Policy Management, Desktop Virtualisation Administration, and associated software. Good computer skills (including Excel, Word, PowerPoint and Outlook). Good interpersonal skills and communication skills (verbal and written). Good administration, presentation and reporting skills. Leadership and management skills. Ability to maintain a high level of confidentiality always. Must have a valid driver's license.
- DUTIES** : Implement, maintain, and proactively communicate ICT policies and procedures to ensure effective and efficient use of IT systems. Administer and monitor ICT desktop environment including ICT security applications and printing solutions. Establish systems to safeguard hardware and data. Execute hardware refresher plan according to ICT Operational Plan to support Manage distribution of ICT equipment to staff according to Institution policy and needs. Provide second level network, server, desktop and telephony support. Verify inventory of all IT related hardware and documenting all ICT related issues on escalation level. Research and develop plans and strategies for software and hardware products required for technologies and systems which will enable the district core business, Advise on procurement of the Institution software and hardware according to the district needs. Administer server and desktop support services. Distribute software and hardware for use by staff according to Institution policy and needs. Maintain and monitor the software and hardware system, reports on redundant hardware and software and advice on updating. Supervise the ICT Team, switchboard and helpdesk. Be willing to undergo continuous training and development programmes.

		Respond to 24/7 services as required in accordance with the standby and overtime prescripts.
<u>ENQUIRIES</u>	:	Ms. P. Mokoena Tel No: (016) 6009
<u>APPLIATIONS</u>	:	Applications should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2 nd Floor Frikkie Meyer & Pasteur Blvd, at designate recruitment boxes.
<u>NOTE</u>	:	The appointment employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disability are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV; highlighting or stating the requirements mentioned above, at-least 3 references must be on a CV; According to circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be verified when applying for the post, only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Applications must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointments will be verified with the South African Qualification Authority (SAQA). Candidates will be subjected security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment /fill the post. Candidates will be expected to be available for selection interview on the date, time and place determined by the Department of which practical's can be part of selection process. If you do not receive any District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
<u>CLOSING DATE</u>	:	18 February 2022
<u>POST 04/189</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: TDH2022/04</u> Directorate: Human Resources
<u>SALARY</u>	:	R382 245 – R450 255 per annum, (plus benefits)
<u>CENTRE</u>	:	Tshwane District Hospital
<u>REQUIREMENTS</u>	:	A grade 12 certificate plus an appropriate degree or national diploma in Human Resources Management or equivalent with a minimum of 5 years Human Resource experience on a supervisory level.HR experience must be as an HR Generalist. Must have a valid Driver's licence. Proven managerial experience. Knowledge and understanding of Public Service legislative framework. Extensive knowledge and experience of the Persal system and Human Resource Administration processes. Computer literate (MS Word, MS Excel, and PowerPoint. Knowledge of the Public Service Act, Public Finance Management Act, Labour Relations Act, Skills Development Act, and other Legislative Prescripts that govern Human Resource Management. Good written and advanced communication skills. Must have leadership, planning, organising and problem- solving and conflict management skills. Must have knowledge of Quality Assurance in the Public Health and customer care services. Must be able to manage and lead a team. Ability to multitask and prioritize. Ability to work in a high volume and highly pressurized environment.
<u>DUTIES</u>	:	To provide strategic direction to the Human Resources unit and to support management and staff at the hospital in terms of Human Resources Management to ensure quality health care. Lead and manage the Human Resource department. To ensure effective and efficient implementation, monitoring and evaluation of delegation in terms of human resources, information management, fraud prevention and risk management. Manage the employment equity and employment of People with Disabilities. Manage HR budget. Implement and interpret policies, directives, and guidelines. Implement and maintain sound quality management systems, including applicable legislations, policies, good practice, and standards.

Manage Recruitment & Selection processes. Provide training, guidance and support to HR staff and line managers. Approve and qualify all mandates and transactions related to appointments, transfers, terminations, salary administration and management of condition of service etc. Manage OSD appointments, grade progressions for OSD and non OSD. Ensure that PERSAL related transactions and mandates forwarded Gauteng Department of Finance (GDF) are captured correctly. Manage staff establishment and post filling. Draw up a post filling plan. Implement Policy and procedures on Incapacity leave and Ill- Health Retirement (PILIR). Provide strategic and operational support to staff and line managers. Manage the Performance Management and Development System (PMDS) and the implementation thereof. Manage Labour Relations unit and Training unit. Ensure the training and development of staff in terms of the Skills Development Act. Compile and submit reports or any other HR related submissions. Manage audit queries. Manage and implement RWOPS/ORW, Declaration of Financial Disclosures/e-Disclosures. Monitor overtime and capturing of the authorization for overtime. Manage leave and work attendance by staff. Ensure that leaves are correctly captured on PERSAL. Collect specimen signatures. Management of payroll (ESS & Manual). Implement effective Human Resources and general administrative management within the unit. Serve on relevant statutory committees as required. Develop and implement relevant strategic and Operational Plans with monitoring and evaluations to achieve Hospital Objectives. Attend EXCO meetings and any other meetings required to be attended. Prepare and submit consolidated monthly, quarterly and annual reports to the CEO. Maintain ethical and professional conduct.

- ENQUIRIES** : Ms Mogashoa M.G Tel No: (012) 354-7602
- APPLICATIONS** : All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria, 0001.
- 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 licence and smart card must be copied both sides. The successful candidate will be subjected to pre-employment medical surveillance.
- CLOSING DATE** : 18 February 2022
- POST 04/190** : **ASSISTANT DIRECTOR: HIS REF NO: SDHS 2022/02/02 (X 1 POST)**
Directorate: Health Information Management
- SALARY** : R382 245 per annum, (plus benefits)
- CENTRE** : Sedibeng District Health Services
- REQUIREMENT** : Tertiary Qualification with working experience between 5 and 10 years in DHIS and TIER.NET (3 years of the above work experience should be as DHIS Supervisor). Knowledge of AGSA procedures as they relate to performance information. Experience in data management and analysis software packages such as MS Access, Excel, STATA, is required. Experience in the development of procedures for data collection. Knowledge and experience of compiling reports. Understanding of the Government Framework for managing performance information. Ability to work under pressure to meet deadlines. Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Good communication, accountability and ethical conduct. Must have a valid driver's license.
- DUTIES** : Provide support to the health information management unit. Ensure efficient effective engagement with other sections within the department. Facilitate the implementation of management with information systems (DHIS, TIER.NET AND HPRS). Effectively manage audits of performance of information. Training of end users on different information system. Manage allocated budget within the unit. Participate in the development of the annual performance information report. Provide day to day administrative support for capturing and reporting. Allocation of collection tools according to NIDS. Collate and coordinate monthly and quarterly

progress reporting. Assist in the Collect, organise and analyse information using data collection and analysis tools. Provide inputs towards appropriateness and validity of performance information.

**ENQUIRIES
APPLIATIONS**

: Ms. P. Mokoena Tel No: (016) 950 6009
: Applications should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor Frikkie Meyer & Pasteur Blvd, at designate recruitment boxes.

NOTE

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

CLOSING DATE

: 18 February 2022

POST 04/191

: **ASSISTANT DIRECTOR: LOGISTICS REF NO: SDHS 2022/02/03 (X1 POST)**
Directorate: Logistics

**SALARY
CENTRE
REQUIREMENTS**

: R382 245 per annum, (plus benefits)
: Sedibeng District Health Services
: Tertiary Qualification with working experience between 5 and 10 years in Logistics. (3 years of the above work experience should be Logistics Supervisor). Knowledge of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and understanding of Government procurement processes. Project Management. Good Financial Management. Managerial and Leadership skills. Communication with the ability to motivate and direct people. Problem solving and conflict management. Must be computer literate (MS Office). Effective written and verbal communication, analytical and report writing skills, teambuilding and the ability to work under pressure. Must have a valid driver's license.

DUTIES

: Manage Logistics and Support Departments including FMU within the District i.e. (Laundry, Transport, Cleaning, Registry, Property Caretakers, Security services) Monitor compliance to Finance and Procurement processes as well as the maintenance. Plan, organize, and control administrative activities pertaining to all Logistics activities. Liaise and interact with stakeholders and manage customers. Monitor and report on proper implementation of the National Core Standard required by the institution. Participate inter and intradepartment committees that deals with issues of Logistics services etc. Provide guidance to subordinates and monitoring their performance and evaluation of staff. Handle queries and ensure that rules and regulations of the institution are carried out. Attend to Human Resource matters.

**ENQUIRIES
APPLIATIONS**

: Mr. T. Taje Tel No: (016) 950 6007
: Applications should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor Frikkie Meyer & Pasteur Blvd, at designate recruitment boxes.

- NOTE** : The appointment employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disability are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV; highlighting or stating the requirements mentioned above, at-least 3 references must be on a CV; According to circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be verified when applying for the post, only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Applications must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointments will be verified with the South African Qualification Authority (SAQA). Candidates will be subjected security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment /fill the post. Candidates will be expected to be available for selection interview on the date, time and place determined by the Department of which practical's can be part of selection process. If you do not receive any District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- CLOSING DATE** : 18 February 2022
- POST 04/192** : **ASSISTANT DIRECTOR: FMU REF NO: FERH/FMU-01/2022 (X1 POST)**
Directorate: Finance
- SALARY** : R382 245 - R450 255 per annum, (plus benefits)
- CENTRE** : Far East Rand Hospital
- REQUIREMENTS** : Grade 12 plus minimum Five (5) years relevant experience at as facility manager Level 7 with building science or project management certificate or Bachelor's degree/National Diploma with appropriate recognisable qualification and Three (3) years' experience in the facility management. People and change management skills. Communication, customer relations skills. Sound knowledge of procurement policies and procedures, PFMA, provisioning admin procedures, manual and SAP system. Batho Pele principles and the mission and vision of the department of health. Computer Literacy, Administration skills. Vendor management, Project management and oversee reconciliations. Problem solving skills, conflict management, good interpersonal skills and leadership skills. A valid driver's licence.
- DUTIES** : Ensure better health facility in the interest of quality health care. Participate in OHS. Monitoring FMU and other committees. Control and manage FMU budget. Coordinate meetings of all stakeholders internally & externally. Maintain & update maintenance register. Develop and submit a list of priority project on time. Implement minor capital projects. To render planning and commission service. To operate within the allocated budget. Maintain and update parking and accommodation register. Supervise property caretaker. Ensure effective and efficient management system. Develop the standard operating procedure for components of the infrastructure maintenance system. Supervise and co-ordinate garden service/property caretaker and maintain grounds.
- ENQUIRIES** : Ms. VV Bulana Tel No: 011 812 8338
- APPLICATIONS** : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/ previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents.

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

- CLOSING DATE** : 18 February 2022
- POST 04/193** : **OCCUPATIONAL THERAPIST GRADE 1-3 REF NO: FERH/OT-01/2022 (X1 POST)**
Directorate: Therapeutic & Medical Support Services
- SALARY** : R322 746 - R367 299 per annum, (plus benefits)
R378 402 - R432 684 per annum, (plus benefits)
R445 752 - R540 954 per annum, (plus benefits)
- CENTRE REQUIREMENTS** : Far East Rand Hospital
Grade 12 plus Degree in Occupational Therapy. Registration with HPCSA as an independent practitioner Occupational Therapist. Proof of annual registration. A dynamic individual who adapts well to change. Ability to work within the multidisciplinary team. Willingness to rotate within allocated areas of work. Computer Literacy will be an added advantage. Good communication and interpersonal skills are essential.
- DUTIES** : Provide Occupational Therapy service to both in and out patients through efficient & professional assessment and treatments within various areas of the hospital using evidence based treatment techniques. Provide mentorship and guidance to the community service therapists and students as needed. Make appropriate referrals where necessary. Adherence to record keeping standards, NCS and other quality assurance requirements. Develop own skills and knowledge on continuing basis by participating in regular MDT case discussions, identifying and attending relevant courses, workshops, work groups etc. Adhering to all prescribed policies and principles of departments of health e.g. Batho Pele Principles, Patient rights charter etc. Plan and implement health awareness campaigns and staff in-service training. Effectively execute all patients and departmental related administrative tasks including data compilation, stock management, monthly reports and statistics, etc. Participate and implement departmental policies to ensure effective departmental standards and effective service delivery in line with national core standards. Adherence to PMDS processes.
- ENQUIRIES APPLICATIONS** : Dr N Jwara Tel No: 011 812 8566
Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/ previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the

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

- CLOSING DATE** : 18 February 2022
- POST 04/194** : **DIETICIAN: GRADE 1 REF NO: SDHS 2022/02/04 (X1 POST)**
Directorate: Nutrition
- SALARY** : R322 746 per annum, (plus benefits)
- CENTRE** : Sedibeng District Health Services
- REQUIREMENTS** : Four (4) years degree in Dietetics. Registration with the Health Professional Council of Southern African as a Dietician (proof of current registration must be attached). Experience in community Nutrition will be an advantage. Knowledge and experience in nutrition and implementation of INP. Good communication skills (verbal and written), computer skills (e.g. Microsoft Office etc), good interpersonal skills and human resource management skills. Ability to work independently and in a team, in changing environment and under pressure. Good financial management skills and knowledge of PFMA. Knowledge of mental health legislations and related legal and ethical practices. Must have a valid driver's license.
- DUTIES** : The candidate should be able to perform therapeutic management duties. General nutritional management while ensuring provision of optimum nutritional care patients in the allocated facilities. Provide technical support and training for the successful implementation of INP. Implement and monitor nutrition indicators and produce quality report for the allocated clinics. Draw menu and approve menu for. Order and maintain adequate supplies of nutritional stock and ensure effective stock control measures. Participate in planning, implementation, monitoring and evaluation of the programme according to prescribed policies, protocols and guidelines. Collaborate with relevant programmes, departments and stakeholders for mental health and nutrition activities. Provide support to District Mental and Nutrition Managers and other mental health and nutrition related activities. Perform any other duties delated by Supervisor.
- ENQUIRIES** : Ms. B. Makhafula Tel No: (016) 950 6236
- APPLICATIONS** : Applications should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor Frikkie Meyer & Pasteur Blvd, at designate recruitment boxes.
- NOTE** : The appointment employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disability are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV; highlighting or stating the requirements mentioned above, at-least 3 references must be on a CV; According to circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be verified when applying for the post, only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Applications must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointments will be verified with the South African Qualification Authority (SAQA). Candidates will be subjected security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment /fill the post. Candidates will be expected to be available for selection interview on the date, time and place determined by the Department of which practical's can be part of selection process. If you do not receive any District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote

representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

- CLOSING DATE** : 18 February 2022
- POST 04/195** : **ORAL HYGIENIST: GRADE 1 REF NO: SDHS 2022/02/05 (X1 POST)**
Directorate: Oral Health
- SALARY** : R322 746 per annum, (plus benefits)
CENTRE : Sedibeng District Health Services
REQUIREMENTS : Tertiary Degree or Diploma in Oral Hygiene (BOH or Dip OH), registration with Health Professions Council of South Africa (HPCSA) as an Oral Hygienist, proof of current registration with the HPCSA and a copy of an ID document, a copy of the expanded functions certificate. Must have a driver's License.
- DUTIES** : The incumbent will actively participate in all community-based services/programmes. Render clinical services within their scope of practice in the clinics, dental mobile, institutions, hospitals and perform the required administrative duties. Provide an integrated comprehensive inter-disciplinary oral hygiene service. Ensure implementation of the Oral Health Strategy. Provide training to other health workers and the community. Assist and participate in research projects and surveys.
- ENQUIRIES** : Dr. O. Motloung Tel No: (016) 950 615
APPLIATIONS : Applications should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor Frikkie Meyer & Pasteur Blvd, at designate recruitment boxes.
- NOTE** : The appointment employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disability are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV; highlighting or stating the requirements mentioned above, at-least 3 references must be on a CV; According to circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be verified when applying for the post, only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Applications must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointments will be verified with the South African Qualification Authority (SAQA). Candidates will be subjected security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment /fill the post. Candidates will be expected to be available for selection interview on the date, time and place determined by the Department of which practical's can be part of selection process. If you do not receive any District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- CLOSING DATE** : 18 February 2022
- POST 04/196** : **LIBRARIAN REF NO: LCOEC/02/2022**
- SALARY** : R261 372 per annum (Level 07)
CENTRE : Lebone College of Emergency Care
REQUIREMENTS : An appropriate Degree (NQF 7) or three (3) year Diploma (NQF 6) in library services plus at least 2 years' experience. Knowledge of Sierra system. Ability to work on an electronic Library Management System (LMS). Knowledge of LIBWIN, Primal Pictures and SABINET Systems. Knowledge of EBSCHO Host Subscriptions. Experience in information services. Library and information management skills. General computer literacy in Ms Word, Excel and PowerPoint. Good verbal, written communication and administrative skills. Report writing skills.

		Ability to work independently. Have the knowledge of health activities, research methodology, clinical terminology and Academic library practice. National archives of South Africa Acts. Valid driver's licence.
<u>DUTIES</u>	:	Assist in registering library users and handle the help desk. Ensure shelving library materials. Perform stock taking and keep statistics of library materials. To design, develop and maintain a collection of research reports, journals and other health related material and manage the accessibility thereof users, classify catalogue, and index new material required by the Library and update the information management system to reflect the new material. Administer the material on loan to and from the Library to ensure that the material is current in good condition and is returned timeously. Perform information search on materials in the Library, in other Libraries and on the internet in order to meet the knowledge requirements of Library users. Design and implement a health specific Library index and associated information management system to facilitate the efficient and effective storage and retrieval of health and medical research material including information contained on media search such as CD'S, Video's, and DVD's. Promote the use of the library in order to contribute to the development of a culture of continuous learning within the Department. Review library process to enable an improved service to users. Provide orientation to new staff and students on the use of library services.
<u>ENQUIRIES</u>	:	Ms B Ramatsetse Tel No: 012 356 8000
<u>APPLICATIONS</u>	:	Applications must be delivered to Lebone College of Emergency Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia.
<u>NOTE</u>	:	The institution reserves the right not to appoint. Applications must be submitted on the new form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently updated CV as well as copies of all qualification/s, Identity document and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the 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. 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, please accept that your application was unsuccessful.
<u>CLOSING DATE</u>	:	18 February at 13h00
<u>POST 04/197</u>	:	<u>CHIEF ADMIN CLERK: CLEANING SERVICES REF NO: REFS/013016 (X3 POSTS)</u>
<u>SALARY</u>	:	R261 372 – R307 890 per annum (Level 07)
<u>CENTRE</u>	:	Dr. George Mukhari Academic Hospital
<u>REQUIREMENTS</u>	:	A minimum of Grade 12/Standard 10 plus 5 years' experience as a supervisor in cleaning environment or qualification in Public Management/Administration and 3 years' experience as a supervisor in cleaning environment. Proof of experience must be attached. Cleaning in hospital/clinical environment will serve as an added advantage. Computer literacy with practical knowledge of Microsoft programs (MS Word, Excel, Power Point and Outlook). Be prepared to work shifts including weekends and public holidays. Skills: ability to plan, organize, supervise, inspect and evaluate work of subordinates. Good knowledge of Occupational Health and Safety Act and Infection Prevention and Control Act.
<u>DUTIES</u>	:	Manage cleaning service, material and human resources of the section. Prepare and participate in budget process of the section. Ensure cleaning schedule/plan and checklists are available, implemented and monitored. Ensure compliance to Ideal Hospital Standards and cleaning policies/procedures. Allocation of staff and leave plan are managed. Manage performance and development of staff. Training of staff. Do walk-about rounds and inspections to assure that cleaning personnel are performing required duties, appropriate cleaning procedures and quality control measures should be rendered. Order, receive and distribute stock, materials and equipment of cleaning service. Report and log calls on infrastructural and equipment malfunction through maintenance system and make follow up. Apply

		discipline and implement appropriate disciplinary procedures. Perform any other official duties delegated by the supervisor.
<u>ENQUIRIES</u>	:	Mr R Ramagoma Tel No: 012 529 3164
<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 or Apply online at www.gautengonline.gov.za .
<u>NOTE</u>	:	From 1 January 2021 should an application be received using the incorrect application form employment (Z83). Applications must be submitted on the 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. Please ensure that the specific reference number is quoted correctly. It is legislative requirement that all newly appointed staff members be 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. Correspondence will be entered with shortlisted candidates only and if you are not contacted within three months after closing date please accept that your application was unsuccessful. The employer reserves the right to fill this position(s). Employer: Department of Health.
<u>CLOSING DATE</u>	:	18 February 2022
<u>POST 04/198</u>	:	<u>ADMINISTRATION OFFICER (EXAM OFFICE) REF NO: LCOEC/03/2022</u>
<u>SALARY</u>	:	R261 372.per annum (Level 07)
<u>CENTRE</u>	:	Lebone College of Emergency Care
<u>REQUIREMENTS</u>	:	Grade 12 with 10 years' relevant experience or tertiary qualification in Administration with 3 - 5 years' relevant experience in an Academic College / University environment / Examination Office and must be computer literate (MS Office). Good presentation and communication skills (written and verbal). Good organisation and planning skills. Ability to prioritise workload, meet deadlines and ability to work under pressure. Knowledge of Public Service Act, PFMA, Treasury Regulations / Instructions, Archives Act. Knowledge of HPCSA Regulations, NECET policy, and good knowledge and understanding HEI programmes for EMS. Good planning, Project Management, Coordinating and analytical report writing skills. Must be able to work and independently. Valid driver's license. Good knowledge on processes, procedures and guidelines on the operations of an Exam office within an Academic College. Valid driver's licence.
<u>DUTIES</u>	:	Liaising with internal and external stakeholders, including students, parents, Heads of Departments, Course Coordinators and Lectures, reception staff, site staff and IT staff. Being aware of examination changes each academic year. Managing invigilators. This includes training new invigilators and updating existing invigilators on rules and regulation changes on an annual basis. Managing the flow of assessment papers and copying thereof. Updating examination-related policies. Managing the examination entry process, including gathering information from Course coordinators and Lecturers to ensure that students' examination entries are made correctly and on time, making amendments/withdrawals etc. Managing the examination preparation process. This includes preparing examination timetables for students and staff; creating seating plans for each examination room; briefing candidates, staff and parents; receiving, checking and securely storing confidential examination materials; administering internal assessment etc. Managing examination days in accordance with awarding body regulations, including preparing for each exam day, starting an examination, dealing with emergencies, irregularities and malpractice, ending the examination, collecting the examination scripts and packing and dispatching examination scripts. Contingency planning. Managing examination results. This includes accessing results electronically/downloading results from awarding body secure sites and preparing for results to be disseminated to each student/candidate. Dealing with requests and

- administering post-results services. Issuing examination certificates. Co-ordination of graduation ceremonies for invitations and confirmations.
- ENQUIRIES** : Ms B Ramatsetse Tel No: 012 356 8000
- APPLICATIONS** : Applications must be delivered to Lebone College of Emergency Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia.
- NOTE** : The institution reserves the right not to appoint. Applications must be submitted on the new form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as copies of all qualification/s, Identity document and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the 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. 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, please accept that your application was unsuccessful.
- CLOSING DATE** : 18 February at 13h00
- POST 04/199** : **HEALTH INFORMATION OFFICER REF NO: JHB/D/11 (X1 POST)**
(Re-Advertisement) Those who have applied are encouraged to re-apply
- SALARY** : R261 372 per annum (Level 07), (plus benefits)
- CENTRE** : JHB Health District (Soweto Clinics)
- REQUIREMENTS** : Grade 12 certificate or (NQF level 04 qualification) with at least 03-05 years' experience in the public service of which 02 years must be experience in District Health Information System. Knowledge of health information and data management, HPRS, and Tier.net is mandatory. A valid driver's Licence and be able to drive. Be computer literate and be able to use MS Office for analysis and reporting. Ability to function in a team. Good communication skills both verbal and written including interpersonal skills. Knowledge of Web DHIS is necessary. Sound organizational and report writing skills. Ability to handle confidential information. Sound knowledge of government policies such as Labour Relations, Knowledge of Batho Pele Principles, Patients' Rights and 06 Ministerial Priorities. Ability to work under pressure.
- DUTIES** : Supervise, support and maintain all data bases in the health information management of the sub-district office such as WebDHIS, online HIS, Tier.Net and HPRS Prepare Data Quality reports monthly, quarterly and annually and make available to line and program managers at sub district level Keep submission logs for monitoring adherence to reporting requirements and identification of bottlenecks for remedial action Ensure facilities are ready for performance information audits Analyze DHIS data and provide feedback to lower reporting levels, line and program managers Train data capturers, clinicians and facility managers on indicators and data elements to be collected Conduct support visits to facilities to monitor and support data management activities Monitor compliance with DDC protocols Participate in sub-district Phuthuma meetings Manage resources, including human resources allocated to the sub district Health Information Unit.
- ENQUIRIES** : Mr. V. S. Makhubo Tel No: 011 527 1259
- APPLICATIONS** : Applications should be emailed to SubDistrictD.JobApplications@gauteng.gov.za
- NOTE** : Candidates will be subjected to a practical exercise to test their computer literacy skills The fully completed and signed new Z83 form should be accompanied by a recent updated CV as well as copies of qualifications and an ID document (shortlisted candidates will be requested to bring certified copies during or before interview date). Smart Card and Drivers Licence must be copied both sides. Please ensure that the reference number is quoted correctly and used as Subject of the email. Correspondence will be limited to short-listed candidates only. The recommended candidates will be subjected to positive results of security clearance process (criminal records), the verification of educational qualification certificates and medical screening. Incomplete applications or applications received after closing date will not be considered. If you have not been contacted within three (3)

months after the closing date, please accept that your application was unsuccessful. People with disability are welcome to apply.
18 February 2022

CLOSING DATE

:

POST 04/200

:

STORES MANAGER REF NO: JHB/D/12 (X1 POST)

SALARY

:

R261 372 per annum (Level 07), (plus benefits)

CENTRE

:

Place Of Work: Sub-District D (Soweto Clinics)

REQUIREMENTS

:

Grade 12 with a minimum of 10 years' experience in Logistics/ Supply Chain Management. A post matric qualification in Logistics Management/ Accounting with 3 years' experience in Logistics/ Supply Chain Management. A valid driver's license, and be able to drive. Good computer knowledge. Ability to work independently and under pressure. Good planning, organising, leading and problem solving skills.

DUTIES

:

Supervise subordinates. Conduct quarterly reviews for subordinates and submit them within the provided timelines. Provide training to internal clients regarding SCM processes and procedures. Ensure compliance to SCM policies, processes and procedures. Control stock levels and conduct periodical physical stock count. Coordinate management of clinic orders, and deliveries, including emergency orders. Ensure that monthly reports are submitted timely. Monitor and control incoming and outgoing stock and update bin cards accordingly. Replenish stock based on minimum order levels. Maintain a register for non-stock items delivered at stores. Follow-up submission of orders and deliveries of stock ordered from the central stores, including PPE orders. Perform other tasks as per line manager in case of departmental needs.

ENQUIRIES

:

Mr. V.S Makhubo Tel No: (011) 527 1259

APPLICATIONS

:

must be submitted to this email: SubDistrictD.JobApplications@gauteng.gov.za

NOTE

:

Applications must be submitted on a new Z83 (81/971431) job application form- which was implemented with effect from 01 January 2021 and can be obtained from Department of Public Service and Administration (DPSA) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above and copies of ID (smart card copy both sided), qualifications and other documents attached (shortlisted candidates will be requested to bring certified copies during or before date of interview). Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. Recommended candidates will be subjected to security screening, reference, vetting and medical process. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Subject of your email should be the reference number of the post. If you have not being consulted in three (3) months after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender. People with disabilities are encouraged to apply.

CLOSING DATE

:

18 February 2022

POST 04/201

:

CLIENT LIAISON OFFICER REF NO: 013044 (X2 POSTS)

SALARY

:

R261 372 – R307 890 per annum

CENTRE

:

Dr. George Mukhari Academic Hospital

REQUIREMENTS

:

A minimum of Grade 12 or equivalent with 3-5 years relevant experience. Knowledge and understanding of relevant legislative framework. Knowledge of working procedures in terms of the working environment. Good verbal and written communication skills. Must be able to work as a team. Computer literacy in MS Office Package (MS Word, MS Excel, and MS PowerPoint). Planning, Organizing and Presentation skills. Interpersonal relations and flexibility. Ability to work under pressure and long hours.

DUTIES

:

Conduct Regulated Norms and Standards and Ideal Hospital self-assessments. Facilitate the development of QIPs and implementation thereof. Implement

customer care programs, i.e. PEC, DPOS, monitoring of patients waiting time, Compile and analyze Monthly & Quarterly reports of the programs and submit reports on due time. Assist with the management of complaints and patient safety incidents. Manage staff development and performance (PMDS). Manage material and human resources appropriately. Facilitate training of employees on Quality Assurance matters. Communicate with all stakeholders (external and internal customers) about quality assurance programs. Perform any other duties delegated by the supervisor. The applicant must have ability to interact with diverse stakeholders, health care users and givers. Good communication skills, Report writing skills, Facilitation skills, Problem solving skills, Good interpersonal relations, ability to work under pressure.

**ENQUIRIES
APPLICATIONS**

: Mrs. BS Moruapheko Tel No: (012) 529 3409
: 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

: Applicants who previously applied are advised to re-apply. 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, the applicants need not certify the copies, only shortlisted candidates will be required to submit the certified documents on or before the interview date. The specific reference must be quoted. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. 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 check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

: 18 February 2022, closing time will be 12h00

POST 04/202

: **SENIOR COMMUNITY LIAISON OFFICER: REF NO: SDHS 2022/01/06 (X5 POSTS)**
Directorate: HAST

**SALARY
CENTRE
REQUIREMENTS**

: R261 372 per annum (Level 07), (plus benefits)
: Sedibeng District Health Services
: Tertiary qualification with 3 years or more experience in the Health Service Environment. Computer Literacy – MS Office (Word, Excel, Outlook & PowerPoint). Flexibility and ability to adapt to changes. Coordination and Supervision skills. Good communication skills (Written and Verbal). Strong interpersonal relationship skills. Experience in working with HAST data line lists including indicators performance will be an added advantage. Must have a driver's license.

DUTIES

: Provide support and guidance to Counselors and CHWs for the implementation of the HAST Programmes. Participate in operational Planning and implementation of strategies to meet Facility objectives. Coordinate HAST Campaigns. Support the implementation of HAST 90-90-90 strategy. Prepare weekly, monthly, quarterly plans and reports. Show quality improvements of the programmes. Coordinate management of information, communication material (IEC), condom distribution and MMC demand generation within the sub-district. Take part in engaging the community on matters relating to HAST. Organize and conduct HAST trainings within the District & sub-districts. Carry out other relevant duties as may be delegated by the Programme manager. Establish and maintain support groups within the District. Take part in Gauteng turnaround strategy. PHC Reengineering and Establishment of the Sub-District.

ENQUIRIES

: Ms. D. Pooe Tel No: (016) 950 6122

- APPLIATIONS** : Applications should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at 2nd Floor Frikkie Meyer & Pasteur Blvd, at designate recruitment boxes.
- NOTE** : The appointment employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disability are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV; highlighting or stating the requirements mentioned above, at-least 3 references must be on a CV; According to circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be verified when applying for the post, only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Applications must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointments will be verified with the South African Qualification Authority (SAQA). Candidates will be subjected security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment /fill the post. Candidates will be expected to be available for selection interview on the date, time and place determined by the Department of which practical's can be part of selection process. If you do not receive any District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- CLOSING DATE** : 18 February 2022
- POST 04/203** : **PROFESSIONAL NURSE NIMART GRADE 1-3 REF NO: FERH/NURSE-02/2022 (X1 POST)**
Directorate: Nursing
- SALARY** : R260 760 - R302 292 per annum, (plus benefits)
R320 703 - R368 307 per annum, (plus benefits)
R388 974 - R492 756 per annum, (plus benefits)
- CENTRE** : Far East Rand Hospital
- REQUIREMENTS** : Basic Diploma/Degree as a Professional Nurse accredited South African Nursing Council (SANC). Must have NIMART certificate.
- DUTIES** : Provision of high quality nursing care that is holistic and patient centred with stigmatization. Ensuring that nursing care provided is within the scope of practise of nurses and the legal framework. Promotion of professionalism and leading by example at all times. Co-ordination of activities of the other members of the health team. Will be able to assist with the completion of clinical stationary and ensure that data is entered timeously. Will be responsible for ensuring that all quality assurance standards and other health mandates are implemented during his/her shift.
- ENQUIRIES** : Mrs. E Mawela Tel No: 011 812 8628
- APPLICATIONS** : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/ previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within

Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

CLOSING DATE : 18 February 2022

POST 04/204 : **PROFESSIONAL NURSE NIMDR GRADE 1-3 REF NO: FERH/NURSE-03/20212 (X1 POST)**

Directorate: Nursing

SALARY : R260 760 - R302 292 per annum, (plus benefits)
R320 703 - R368 307 per annum, (plus benefits)
R388 974 - R492 756 per annum, (plus benefits)

CENTRE REQUIREMENTS : Far East Rand Hospital
Basic Diploma/Degree as a Professional Nurse accredited South African Nursing Council (SANC). Must have NIMDR certificate

DUTIES : Provision of high quality nursing care that is holistic and patient centred with stigmatization. Ensuring that nursing care provided is within the scope of practise of nurses and the legal framework. Promotion of professionalism and leading by example at all times. Co-ordination of activities of the other members of the health team. Will be able to assist with the completion of clinical stationary and ensure that data is entered timeously. Will be responsible for ensuring that all quality assurance standards and other health mandates are implemented during his/her shift.

ENQUIRIES : Mrs. E Mawela Tel No: 011 812 8628

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

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

CLOSING DATE : 18 February 2022

POST 04/205 : **PHARMACY ASSISTANT (POST BASIC) GRADE 1-3 REF NO: FERH/PHARM-01/2021 (X1 POST)**

Directorate: Pharmacy

SALARY : R211 509 - R238 260 per annum, (plus benefits)

		R245 466 - R260 535 per annum, (plus benefits)
		R265 998 - R304 152 per annum, (plus benefits)
<u>CENTRE REQUIREMENTS</u>	:	Far East Rand Hospital
	:	Pharmacy Assistant (Post basic) qualification or equivalent. Registration with South African Pharmacy Council (SAPC) as Pharmacy Assistant (Post basic). Computer Literacy added advantage. Basic communication and interpersonal skills. Basic knowledge of pharmaceutical processes, knowledge of relevant legislations and policies, record keeping and basic knowledge of drug supply management. Work effectively as part of the team. High level of personal integrity, passion and commitment to the profession.
<u>DUTIES</u>	:	The incumbent will work under direct/indirect supervision of the Pharmacist. The preparation of prescriptions and dispensing of the medicine to patients following the interpretation and evaluation of the prescription by the Pharmacist. The provision of instructions regarding the correct use of medicine supplied. Provision of information to patients in order to promote health. Assist with the re-packaging of medicine, compounding and preparation of non-sterile medicine according to a formula and standard operating procedure approved by the responsible Pharmacist. Appropriate management of pharmaceutical items in order to prevent fruitless and wasteful expenditure. Assist with ordering, receiving and distribution of pharmaceuticals. Distribution of pharmaceuticals to wards, departments, theatre, clinics and other outlets. Assist in general housekeeping and administration tasks in the pharmacy as specified by the responsible Pharmacist. Address Pharmacovigilance.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S Valluri Tel No: 011 812 8374
	:	Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<u>NOTE</u>	:	Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/ previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.
<u>CLOSING DATE</u>	:	18 February 2022
<u>POST 04/206</u>	:	<u>COMMUNITY LIAISON OFFICER: REF NO: SDHS 2022/01/06 (X1 POST)</u> Directorate: mental health
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum (Level 05), (plus benefits)
	:	Sedibeng District Health Services
	:	Grade 10 (with working experience between 5 to 10 years). Grade 12 (with experience between 2 to 5 years). Knowledge of the Mental Health Care Act 17 of 2002 and Policy Guidelines on the Licensing of Facilities Providing Residential or Day Care Services for People with Mental Illness or Severe/profound Intellectual Disabilities and Mental Health NGO's operations. The applicant should be computer literate (Words, Excel and Power Point) Driver's license will be an added advantage.

DUTIES

: Assist in the management of Mental Health NGOs activities in the district. Create and maintain database of all Mental Health NGOs and Mental Health users admitted to NGOs. Receiving and verification of Mental Health NGOs subsidy applications records. Issue claim reference numbers to NGOs and update the register. Receive and verify NGOs monthly financial claims against the database/headcount. Issue notices of NGOs meetings and assessment. Take and compile minutes during NGO meeting and assessments. Compile reports as and when required and submit required information to Head Office. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious difference. Signed Performance Contract on an annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering, Strengthening of National Care Standards and Ideal Clinic. Ensure promotion of Employees Value Proposition.

ENQUIRIES APPLIATIONS

: Mr. N. Mbele Tel No: (016) 950 6122
: Applications should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023, Vanderbijlpark, 1900 or hand deliver at 2nd Floor Frikkie Meyer & Pasteur Blvd, at designate recruitment boxes. ectual Disabilities and Mental Health NGOs operations.

NOTE

: Applications must apply online on the Gauteng Department of Health portal: www.professionaljobcentre.gov.za. Non-RSA citizens / Permanent Resident Permit Holders must attach a copy of their permanent residence permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from South African Qualification Authority SAQA. Applicants who do not comply with the above-mentioned requirements as well as application received late, will not be considered. Correspondence will only be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after closing date of the advertisement, please accept that your application was unsuccessful. Suitable candidate will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidate will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probations period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement the recommended candidate maybe subjected to Medical Surveillance as required by the Occupational Health and Safety Act, Act 5/1993. It is the Department's intentions to promote Equity (race, gender and disability) through the filling of this post with a candidate who's transfer/promotion/appointment will promote representativity in line with numeric targets as contained in our Employment Equity Plan. People With Disability Are Encouraged To Apply. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. The appointment employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disability are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV; highlighting or stating the requirements mentioned above, at-least 3 references must be on a CV; According to circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be verified when applying for the post, only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Applications must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointments will be verified with the South African Qualification Authority (SAQA). Candidates will be subjected security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment /fill the post. Candidates will be expected to be available for selection interview on the date, time and place determined by the Department of which practical's can be part of selection process. If you do not receive any District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please

Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
18 February 2022

CLOSING DATE

:

POST 04/207

:

HUMAN RESOURCE CLERK REF NO: LCOEC//04/2022

SALARY

:

R176 310 per annum (Level 05), (plus benefits)

CENTRE

:

Lebone College of Emergency Care

REQUIREMENTS

:

Grade 12 or equivalent qualification with 1-2 years' relevant experience in Human Resource Management in Public Sector. Knowledge of Human Resource Policies, Delegations and Prescripts. Must be computer Literate, knowledge of PERSAL system is essential. Good interpersonal and communication skills (verbal and written). A Valid driver's licence will be added as advantage.

DUTIES

:

The successful candidate will be responsible for providing Human Resource Management Administrative support i.e. Appointment, Transfer, Promotion, Service termination, PMDS, Procedure on Incapacity Leave an ILL Health Retirement (PILIR), Leave, Injury on duty, Overtime, filling of documents, OSD Translation, Coordination of training (internal and external), Recruitment and Selection. Drafting of Persal mandates, attending meetings and assisting with minute keeping. Any other HR related matters as delegated by College Management.

ENQUIRIES

:

Ms B Ramatsetse Tel No: (012) 356 8000

APPLICATIONS

:

Applications must be delivered to Lebone College of Emergency Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia.

NOTE

:

The institution reserves the right not to appoint. Applications must be submitted on the new form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as copies of all qualification/s, Identity document and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the 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. 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, please accept that your application was unsuccessful.

CLOSING DATE

:

18 February at 13h00

POST 04/208

:

CLINICAL ENGINEERING TECHNICIAN ASSISTANT

Directorate: Clinical

SALARY

:

R176 310 - R207 681 per annum, (plus benefits)

CENTRE

:

Far East Rand Hospital

REQUIREMENTS

:

Grade 12 with N6 Electrical Engineering (Light current). National N Diploma/National Diploma Electrical light current/Clinical Engineering will be an added advantage. Minimum of 1-2 years' experience in Electrical light current/Electronics/Clinical engineering will be an added advantage. Ability to communicate effectively both verbal and writing. Technical and problem solving skills. Computer Literacy (Ms Word, Ms Excel and Ms PowerPoint). Applicant must be able to pursue his/her career in Clinical Engineering.

DUTIES

:

Repair, maintain and control of all medical equipment. Calibration and installation services of all medical equipment. Perform safety inspection functions on all medical equipment to ensure a safe standard of service. Liaise with service providers to ensure quality outcome. Responsible for the day-to-day functioning of the workshop. Ensure that detailed service maintenance schedule is implemented. Attending to urgent call-outs for medical equipment within the hospital. Keep records of all repair, service and movement of medical equipment. Make sure that accessories for medical equipment are available in storeroom. Receiving and making sure functionality of medical equipment for service providers. Execute any lawful instruction by the supervisor or delegated authority.

<u>ENQUIRIES</u>	:	Ms. RB Mankwana Tel No: 011 812 8363
<u>APPLICATIONS</u>	:	Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<u>NOTE</u>	:	Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/ previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.
<u>CLOSING DATE</u>	:	18 February 2022
<u>POST 04/209</u>	:	<u>ENROLLED NURSE ASSISTANT GRADE 1-3 REF NO: FERH/NURSE-05 /2022</u> <u>(X3 POSTS)</u> Directorate: Nursing
<u>SALARY</u>	:	R173 952 - R195 771 per annum, (plus benefits) R207 696 - R233 763 per annum, (plus benefits) R245 799 - R302 292 per annum, (plus benefits)
<u>CENTRE</u>	:	Far East Rand Hospital
<u>REQUIREMENTS</u>	:	Auxiliary nursing qualification accredited South African Nursing Council (SANC). Proof of current registration with SANC.
<u>DUTIES</u>	:	Work under direct supervision of a Professional Nurse and enrolled nurses in the provision of patient care, will be the responsible for the provision of basic nursing care to patients in all areas.
<u>ENQUIRIES</u>	:	Mrs. M.K Nkuna Tel No: 011 812 8317
<u>APPLICATIONS</u>	:	Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<u>NOTE</u>	:	Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/ previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies,

reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

CLOSING DATE

: 18 February 2022

POST 04/210

ENROLLED NURSE GRADE 1-3 REF NO: FERH/NURSE-04/2022

Directorate: Nursing

SALARY

: R173 952 - R195 771 per annum, (plus benefits)
R207 696 - R233 763 per annum, (plus benefits)
R245 799 - R302 292 per annum, (plus benefits)

**CENTRE
REQUIREMENTS**

: Far East Rand Hospital
: Enrolled nursing qualification accredited South African Nursing Council (SANC).
Enrolled nurse with or without experience. Currently registered as an Enrolled Nurse with SANC. Valid South African ID/and valid passport.

DUTIES

: The incumbent will work under direct supervision of the professional nurse in his/her area of allocation. The provision of nursing care according to the scope of practise of nurses for his/her category will be his/her responsibility. Adherence to the principles of nursing practise according to the scope of practice, all quality assurance standards as well as set rules and standards of nursing in his/her area.

**ENQUIRIES
APPLICATIONS**

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

NOTE

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

CLOSING DATE

: 18 February 2022

POST 04/211

PORTER REF NO: TDH2022/05

Directorate: Administration and Patient Affairs

SALARY

: R104 073 per annum, (plus benefits)

**CENTRE
REQUIREMENTS**

: Tshwane District Hospital
: Abet or Grade 12 good verbal communication and interpersonal skills. Be able to work in a team environment.

DUTIES

: Receive corpses, record and store them in the fridge. Assist with transportation of patients within the hospital and the surrounding hospitals should the need arise. Moving corpse from wards, X-Ray, OPD, ARV to mortuary and responsible for correct completion of relevant forms. Reporting of faulty, broken wheelchairs and trolleys. To ensure that the hospital equipment used in porters' bay (wheelchairs, mini ambulance and stretchers are taken care of by cleaning and looking after them). Collecting of human tissue and transporting it for disposal. Handle all telephonic and verbal inquiries from all sections within the institution. To be helpful,

friendly and willing to assist our patients, staff and public at large. To transport patients to Steve Biko along the corridor when the need arises. Willingness to go an extra mile and take and take instruction from supervisor. To be able to work shifts.

- ENQUIRIES** : Ms Letwaba RG Tel No: (012) 354-7802
- APPLICATIONS** : All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria, 0001.
- 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 licence and smart card must be copied both sides. The successful candidate will be subjected to pre-employment medical surveillance.
- CLOSING DATE** : 18 February 2022

DEPARTMENT OF ROADS AND TRANSPORT

- APPLICATIONS** : must be delivered: to Life Centre Building, 45 Commissioner Street, Marshalltown, Johannesburg, 2107 or posted to P.O Box X83, Marshalltown, 2107 or submitted electronically through <https://professionaljobcentre.gpg.gov.za/>
- CLOSING DATE** : 18 February 2022
- NOTE** : All shortlisted candidates will be subject to pre-employment screening (vetting). Preference will be given to women and Persons with disabilities. Applicants must complete, initial and sign Z83 form. All applicants must submit copies of qualifications, Identity Document, and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the Human Resources division regarding the requirements for certified documents will be limited to the shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the interview. Applications received after the closing date will be disqualified. Errors and omissions will be rectified. The Department reserves the right not to fill the position.

OTHER POSTS

- POST 04/212** : **DEPUTY DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: REFS/013037 (X1 POST)**
Branch: Stakeholder Relations
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : National Diploma in Public Relations, Community Development, Public Administration and Marketing (NQF level 6) with 3-5 years' experience in the field of middle management in Government. Bachelor degree (NQF level 7) will be added an advantage. Experience: Communications expertise, knowledge, and exposure to the transport sector as well as Stakeholder Management is essential. Knowledge of Government Policies and procedures, PFMA and all relevant legislation governing Stakeholder management in the Public Sector Skills: Excellent project management, written & verbal communication skills, report writing skills, analytical skills, presentation and facilitation skills, planning and organizing skills, investigation skills, negotiation skills, conflict management, decision making skills, financial management and computer literacy. The incumbent must be willing to and able to work under pressure and after working hours. Attributes: – Creative, Responsive, Credible, Flexible, Quality-oriented, Team player. A valid driver's licence is essential.
- DUTIES** : The incumbent will be responsible for the following tasks: Provide management support to the Director. Implement the DRT Social Cohesion Program. Liaise, engage and communicate with Internal and external stakeholders. Develop and implement the Departmental Service delivery roadshows and outreach programs.

Build and sustain the positive departmental image through effective reputation management system. Generate and update a list of departmental current and future projects in preparation for oversight visits. Identify stakeholder information needs in terms of the departmental policies and program. Implement the DRT citizen's relations and stakeholder management policy and strategy, in relation to Infrastructure Projects. Develop and implement stakeholder engagement policy and strategy. Monitor and analyse stakeholder perception and feedback with specific reference to the DRT Service Delivery Implementation Plan (SDIP). Convene and attend meetings, draft reports for project implementation.
Mr. Mbali Seheri Tel No: (011) 355 7186.

ENQUIRIES

POST 04/213

DEPUTY DIRECTOR: LABOUR RELATIONS (COLLECTIVE BARGAINING)
REF NO: REFS/013003 (X1 POST)
Branch: Stakeholder Relations

SALARY
CENTRE
REQUIREMENTS

R744 255 per annum (Level 11), (all-inclusive package)
Johannesburg
National Diploma or equivalent NQF level 6 Qualification in Labour Relations/Law/Human Resource Management with 3-5 years' experience in the field of Labour Relations or Labour Law coupled with 3 years junior management experience in Government. A Bachelor's Degree, NQF level 7, in Labour Relations/Law/Human Resource Management will be an added advantage. Knowledge of Labour Relations Act, Public Service Act and Regulations, Public Knowledge of Service Legislative Frameworks, Basic Conditions of Employment Act, Promotion of Administrative Justice Act, Employment Equity Act, Skills Development Act, PFMA, PSCCCBC resolutions as well as Human Resources policies and procedures. The following skills are important: written and communication skills, report writing skills, analytical skills, presentation and facilitation skills, planning and organizing skills, investigation skills, negotiation skills, conflict management, decision making skills, financial management and computer literacy. A valid Driver's License is compulsory.

DUTIES

The incumbent will responsible for the following tasks; coordinate and facilitation of grievance resolutions and management of collective bargaining in the department. Monitor the implementation of collective agreements and resolutions. Facilitate consultative structure within the Department and the regions. Develop and monitor regional consultative structures. Represent the Department on collective Bargaining disputes. Facilitate training on line managers in handling grievances and collective bargaining issues. Advise management and staff on labour relations issues (collective bargaining). Liaise with HR on Labour Relations matters. Promote sound labour relations practices. Management of Sub-directorate. Manage staff performance and assessments. Attend Bargaining Chamber meetings and workshops. Establish and maintain good relationship with organized labour and other external stakeholders.

ENQUIRIES

POST 04/214

DEPUTY DIRECTOR: ORGANIZATIONAL DESIGN AND DEVELOPMENT REF NO: REFS/013012 (X1 POST)
Branch: Organisational Development and Human Resource Administration

SALARY
CENTRE
REQUIREMENTS

R744 255 per annum (Level 11), (all-inclusive package)
Johannesburg
National Diploma in Management Services (Work-Study), Operations Management, Human Resource Management or any other related field. Training on Organizational Design and Job Evaluation by National School of Government (NSG) and Knowledge and Implementation of the OMF Framework will be added advantage. Minimum of 3-5 years' relevant experience at Assistant Director Level in an Organizational Development field. The candidate should have knowledge and sound understanding of Public Service Act (PSA) and Public Service Regulations (PSR), Public Finance Management Act, Basic Conditions of Employment Act, Public Administration Management Act and Related Regulations, Organisational Design Directives and Organisational Design Toolkit by the DPISA, orgplus and visio programmes. Competencies: Organisational design principles and systems,

		Operations Management Framework, Work Study techniques, Business analysis, Process design skills, Job analysis skills. OD & Job evaluation instruments and Business process re-engineering. Attributes: Problem Solving and Decision Making, Applied Strategic Thinking, Communication and Information Management, Applying Technology and ability to work under pressure.
<u>DUTIES</u>	:	Manage organisational design by conducting organisational review and redesign processes. Develop and maintain policy and procedures regarding OD. Conduct work study investigations and institutional diagnosis studies to improve capacity and organisational efficiency. Coordinate the Job Evaluation (JE) process and job descriptions services. Develop and maintain JE policy and procedure according to guidelines. Evaluate mandatory and non-mandatory jobs and ensure proper grading by JE panel. Coordinate the development of job descriptions. Advise the department on development of job descriptions and JE templates. Ensure development and updating of the Job descriptions. Management of the sub-business unit. Develop and manage the operational plan of the unit and report on progress as required.
<u>ENQUIRIES</u>	:	Mr. Mbali Mbatha: Tel No: (011) 355 7026
<u>POST 04/215</u>	:	<u>DEPUTY DIRECTOR ADMINISTRATION (OFFICE MANAGER): OFFICE OF THE HOD REFS/ 013011 (X1 POST)</u> Branch: Office of the HOD: Roads and Transport
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	National Diploma in Office Administration/ Management or equivalent qualification in the secretarial/ administration field (NQF level 6). Bachelor's Degree (NQF level 7) in one of these fields will be an added advantage; At least 10 years' experience in secretarial/administrative executive support environment; advanced computer literacy in MS Office packages (word, Excel, PowerPoint, Outlook, Access etc.). Ability to communicate at all levels. Project management and coordination, Stakeholder management, Leadership, problem solving and Conflict management, presentation skills, client's liaison, Records management, negotiation and numerical skills. Ability to maintain confidentiality. Ability to work independently with minimum supervision. Highly organised, hardworking, dynamic, self-motivated and professional individual. Ability to work under stressful situations. Knowledge of PFMA, minimum information security standard act, budgeting processes, procurement processes and procedures.
<u>DUTIES</u>	:	Provide effective and sustainable administrative services and support to the HOD; Strategic support to the internal and external clients of the department. Coordinate the implementation, monitoring and evaluation of key strategic and special projects and advise the HOD in all pertinent matters arising. Manage and follow-ups on correspondences and submission to and from the Office of the HOD. Manage the HOD's office; develop and maintain office information systems. Assist in the development and implementation of operational plans. Manage the resources of the HOD's Office and perform generic management functions. Co-ordinate/Arrange meetings/workshops and logistics thereof. Management of the filing system. Coordinate/Arrange the HOD's itinerary, travel arrangements and accommodation. Manage the petty cash, prepare and submit relevant claims, manage/control the commitment register and budget. Ensure the security profile and classification of documents or information related to the office. Undertake office inventory control. Provide weekly and monthly reports.
<u>ENQUIRIES</u>	:	Mr. Mbali Mbatha Tel No: (011) 355 7026
<u>POST 04/216</u>	:	<u>ASSISTANT DIRECTOR: PUBLIC TRANSPORT SUBSIDIES REF NO: REFS/013056 (X1 POST)</u> Branch: Public Transport Operations
<u>SALARY</u>	:	R382 245 per annum, (plus 37% in lieu of benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	National Diploma in Financial Management / Transport Management or related NQF level 6 qualification, with 3 - 5 years' experience in the relevant environment of which 2 years' must be at the supervisory level. Knowledge of government public

transport subsidies scheme will be an added advantage. Knowledge of Public Finance Management Act and DORA and its Treasury Regulations. Good computer and communication (written & verbal) skills. A valid code 08 Driver's License.

DUTIES : Verify/certify correctness of bus subsidy claims, verify the KM operated against KM claimed, verify the penalties against penalties deducted on the claims, check whether the escalation percentages for tendered contracts is correct, check whether the subsidy claimed is within the allocated Public Transport Grant, compile and submit accurate operational and financial reports, reconcile BAS report with Subsidy report, control over/underpayment of bus subsidy claims, participate in sessions to review bus subsidy processes and procedures, update and advise bus operators on new bus subsidy processes/ procedures in line with DORA, supervise staff, manage the development and performance of staff, provide mentorship/coaching, manage financial resources and other assets of the directorate.

ENQUIRIES : Ms. S. Chelane Tel No: (011) 355 7056

POST 04/217 : **ASSISTANT DIRECTOR: TRANSPORT MONITORING REF NO: REFS/013057 (X1 POST)**
Branch: Public Transport Operations

SALARY : R382 245 per annum, (plus 37% in lieu of benefits)
CENTRE : Johannesburg
REQUIREMENTS : National Diploma in Transport Economics/ Management or related NQF level 6 qualification, with 3 - 5 years' experience in the relevant environment of which 2 years' must be at the supervisory level. Knowledge of government public transport subsidies scheme will be an added advantage. Knowledge of Public Finance Management Act and DORA and its Treasury Regulations. Good computer and communication (written & verbal) skills. A valid code 08 Driver's License.

DUTIES : Introduce and manage intelligent electronic monitoring system in the province for all subsidised public transport contracts, Develop internal monitoring capacity for subsidised public transport contracts, Coordinate and manage the electronic system, Administer monitoring service level agreements entered into between the department and public transport providers, Management of human and other resources, Compilation of management reports and action plans. develop Integrated Public Transport Network designs for the Province; Determine the impact of the urban edge on commuters; Examine all forms of travel trends and impact on land use; Development of the Provincial Land Transport Framework; Analyzing the economic impact of transport infrastructure development; Identify public transport trends to enable proper planning and systems development; Work closely with clients at both National and Regional level to identify an appropriate methodology for collection of Regional transport data to monitor and evaluate the Corridor Performance; Identify relevant public transport systems aimed at modernizing the transport sector; Facilitate integration of public transport networks between different municipalities; Advice on relevant specification for public transport vehicles and facilities; Participate in the preparation of policy notes, analytical reports, research and policy development activities as needed; Update public transport stakeholders on new policy development matters; Devising methods and procedures for obtaining data; Analyzing data to test the effectiveness of current policies or services and advising on the suitability of alternative courses of action and the allocation of scarce resources; Writing various technical and non-technical reports on economic trends and forecasts to inform the press and the public.

ENQUIRIES : Mr. R. Mkhathshwa Tel No: (011) 355 7055

POST 04/218 : **ASSISTANT DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: REFS/013036 (X1 POST)**
Branch: Stakeholder Relations

SALARY : R382 245 per annum, (plus 37% in lieu of benefits)
CENTRE : Johannesburg
REQUIREMENTS : National Diploma (NQF 6) in Public Relations/Communication /Public Administration / Community Development / International Relations or related

qualification as recognized by SAQA. A minimum of 3 -5 years' relevant experience in Stakeholder/Communication/Public Relations environment of which 2 years must be at the supervisory level. Competencies: Knowledge of GPG Environment, Policies and Procedures. PFMA and Treasury Regulations. Skills – Problem-solving, Interpersonal, Stakeholder Liaison, Communication – verbal and written, Events Management Negotiation, Facilitation, Presentation, Financial skills. Understanding of the South African media environment. Attributes – Responsive, Credible, Flexible, Quality-oriented, Team player, Creative and ability to work under pressure. A valid driver's license.

DUTIES : Provide management support to the Deputy Director. Develop and implement the Citizen's relations and stakeholder management policy and strategy. Strengthen and maintain internal and external stakeholder relationships. Update the stakeholder database regularly. Support the positive branding of the Department during stakeholder engagements. Support the departmental management of Intergovernmental Relations and Missions in the implementation of the project plans. Liaise with relevant stakeholders on behalf of the Department. Lead specific stakeholder outreach initiatives, dialogues and other forms of engagement to understand key concerns and issues and inform, review and enhancement of services and service delivery. Ensure that all Infrastructure projects are supported through Social Facilitation strategy. Coordinate the Cabinet/EXCO public participation and outreach programs. Coordinate the Premier's Ntirhisano community outreach campaign.

ENQUIRIES : Mr. Mbali Seheri Tel No: (011) 355 7186

POST 04/219 : **ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: REFS/013041 (X1 POST)**
Branch: Organisational Development and Human Resource Administration

SALARY : R382 245 per annum, (plus 37% in lieu of benefits)
CENTRE : Johannesburg

REQUIREMENTS : National Diploma in Human Resources Management/ Public Management or related NQF level 6 qualification. Introduction to PERSAL certificate. 3-5 years' experience in the Human Resources Administration environment of which 2 years must be at the supervisory level. Knowledge and understanding of Human Resource practice and management; PSCBC resolutions, HR Policies, procedures and guidelines, and relevant human resource prescripts. Good communication skills (written and written) and high level of computer skills (MS Package) are essential. Ability to develop, guide and motivate others. Analytical thinking, policy interpretation, problem-solving and decision-making skills. An ability to work under pressure and display innovative thinking. A valid driver's license.

DUTIES : Overall management of the Recruitment and Selection services. Develop, communicate and manage the implementation of processes, procedures, programs, database and filling of vacancies. Develop, maintain, and implement HR related polices and strategies. Monitor all career incidents on PERSAL and implement control measures, procedures and processes. Render guidance and training advice to managers or employees on matters relating to Recruitment and Selection. Develop or quality assures the correctness of submissions to delegated authorities. Compile monthly, quarterly and annual management information reports. Establish control and monitoring mechanisms to ensure departmental compliance with legislative requirements.

ENQUIRIES : Mr. M. Ndou Tel No: (011) 355 7492

POST 04/220 : **ASSISTANT DIRECTOR: LEAVE ADMINISTRATION AND TERMINATIONS REF NO: REFS/013040 (X1 POST)**
Branch: Organisational Development and Human Resource Administration

SALARY : R382 245 per annum, (plus 37% in lieu of benefits)
CENTRE : Johannesburg

REQUIREMENTS : National Diploma in Human Resources Management/ Public Management or related NQF level 6 qualification. Introduction to PERSAL certificate. 3-5 years' experience in the Human Resources Administration environment of which 2 years must be at the supervisory level. Knowledge and understanding of Human

		Resource practice and management; PSCBC resolutions, HR Policies, procedures and guidelines; relevant human resource prescripts. Good communication skills (written and written) and high level of computer skills (MS Package) are essential. Ability to develop, guide and motivate others. Analytical thinking, policy interpretation, problem-solving and decision-making skills. An ability to work under pressure and display innovative thinking. A valid driver's license.
<u>DUTIES</u>	:	Overall management of PILIR, IOD, ESS system, Leave and Termination of Services. Develop, communicate, manage and implement processes, procedures, programs, databases, quality assurance measures, service delivery improvements and strategies regarding PILIR, Leave Administration and Termination of Service functions. Establish control and monitoring mechanisms to ensure departmental compliance with legislative requirements in scope PILIR, Leave Administration and Termination of Services processes and assertively manage non-compliance. Compile monthly, quarterly and annual management information reports.
<u>ENQUIRIES</u>	:	Mr. M. Ndou Tel No: (011) 355 7492
<u>POST 04/221</u>	:	<u>TRANSPORT ECONOMIST: TRANSPORT INTEGRATED PLANNING REFS/013005 (X1 POST)</u> Branch: Freight Transport and Transport Integrated Planning
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum, (plus 37% in lieu of benefits) Johannesburg National Diploma in Transport Economics/Economics (NQF Level 6) as recognized by SAQA. Bachelor Degree in these fields will be an added advantage. A minimum 3 - 5 years' experience obtained in an economic policy analysis environment, Knowledge and experience of applied microeconomics, Knowledge and experience of the latest trends on research tools, Knowledge and experience in the dissemination and interpretation of economic policy outcomes. Good communication (written and verbal) skills; computer literacy and be a team player. Knowledge of transport planning, public transport, traffic engineering, freight transport, environmental & land use. Knowledge and experience Road Network and research technical analysis knowledge; technical report writing; project management. Co-ordination of multiple projects and development of economic transport infrastructure frameworks. A valid Driver's License.
<u>DUTIES</u>	:	Undertake economic assessment for freight projects and manage economic analysis with regards to strategic transport network planning, the feasibility of integration of the overall planning of freight transport in Gauteng, modelling and simulation of cost benefit analysis. Analyze and advise on the financial and economic viability of transport initiatives/ investments. Provide economic guidance and transport funding feasibility in the review of the 25-Year Integrated Transport Master Plan (ITMP25). Align Departmental/Transport Authority plans with national initiatives. Provide support in the coordination and update of the Provincial Land Transport Framework (PLTF) in relation to freight transport. Evaluate, coordinate and facilitate Integrated Transport Plans (ITP's) with regards to cross municipal/provincial border integration. Facilitate specific transport related studies, surveys, research and draft analytical documents on current transportation policy issues.
<u>ENQUIRIES</u>	:	Ms. M. Ndamase Tel No: 083 8826033
<u>POST 04/222</u>	:	<u>TRANSPORT ECONOMIST: FREIGHT TRANSPORT PLANNING REF NO: REFS/013010 (X1 POST)</u> Branch: Freight Transport and Transport Integrated Planning
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum, (plus 37% in lieu of benefits) Johannesburg National Diploma in Transport Economics/Economics (NQF Level 6) as recognized by SAQA. Bachelor Degree in these fields will be an added advantage. A minimum 3 - 5 years' experience obtained in an economic policy analysis environment, Knowledge and experience of applied microeconomics, Knowledge and experience of the latest trends on research tools, Knowledge and experience in the dissemination and interpretation of economic policy outcomes. Good communication (written and verbal) skills; computer literacy and be a team player.

- Knowledge of transport planning, public transport, traffic engineering, freight transport, environmental & land use. Knowledge and experience Road Network and research technical analysis knowledge; technical report writing; project management. Co-ordination of multiple projects and development of economic transport infrastructure frameworks. A valid Driver's License.
- DUTIES** : Undertake economic assessment for integrated transport projects and manage economic analysis with regards to strategic transport network planning, the feasibility of integration of the overall planning of transport in Gauteng, modelling and simulation of cost benefit analysis. Provide policy and strategic guidance considering macro and micro economic implications of transport investment decisions. Integrate transport funding feasibility studies in review of the 25-Year Integrated Transport Master Plan (ITMP25). Align Departmental/Transport Authority plans with national initiatives. Provide support in the coordination and update of the Provincial Land Transport Framework (PLTF) in relation to integrated transport. Evaluate, coordinate and facilitate Integrated Transport Plans (ITP's) with regards to cross municipal/provincial border integration. Facilitate specific transport related studies, surveys, research and draft analytical documents on current transportation policy issues.
- ENQUIRIES** : Ms. M. Ndamase Tel No: 083 8826033
- POST 04/223** : **ASSISTANT DIRECTOR: SPECIALIST ETHIC OFFICER REF NO: REFS/013013 (X1 POST)**
Branch: Risk and Compliance
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum, (plus 37% in lieu of benefits)
: Johannesburg
: Degree in philosophy, industrial psychology or political science equivalent NQF Level 7 qualification. Added advantage: Ethics officer Certification. A minimum of 5 years' relevant experience in the Ethics environment of which 2 years must be at supervisory level. Proven experience in Ethics assessment and development of ethic strategy. Understanding and knowledge of the media and strategy environment. Experience in the Public Service would be an added advantage. Valid driver's license. Competencies: Computer literacy especially the MS Office Suite Package. Ability to work under pressure and outside normal office hours. Ability to Multi-task and work under pressure. Leadership skills: Analytical thinking, report writing, communication skill, people management and conflict management.
- DUTIES** : Promote integrity and ethical behaviour, advise employees on ethical matters, Develop and implement policies, procedures and practices; Administration of Ethics Committee. Prepare reports to other oversight structures, Case management, Develop and implement ethics awareness programmes, implement good governance practices and anti-corruption measures, keep a register of public servants under investigation and those disciplined for corruption; Manage and administer the e-disclosure of financial declarations and gift register.
- ENQUIRIES** : Ms. D. Kgage Tel No: (011) 355-7378
- POST 04/224** : **ASSISTANT DIRECTOR: LABOUR RELATIONS (CASE MANAGEMENT) REF NO: REFS/013002 (X1 POST)**
Branch: Labour Relations
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum, (plus 37% in lieu of benefits)
: Johannesburg
: National Diploma or equivalent NQF level 6 Qualification in Labour Relations/Law/Human Resource Management with 3-5 years' experience in the field of Labour Relations or Labour Law coupled with 2 years junior management experience in Government. A Bachelor's Degree, NQF level 7, in Labour Relations/Law/Human Resource Management will be an added advantage. Knowledge of Labour Relations Act, Public Service Act and Regulations, Public Service Legislative Frameworks, Basic Conditions of Employment Act, Promotion of Administrative Justice Act, Employment Equity Act, Skills Development Act, PFMA, PSCCCBC resolutions as well as Human Resources policies and procedures. The following skills are important: written and communication skills, report Writing skills, Analytical skills, Presentation and Facilitation skills, Planning

and organizing skills, Investigation skills, Negotiation skills, Conflict management, Decision making skills, Financial management and Computer literacy. A valid Driver's License is compulsory.

DUTIES : The incumbent will be responsible for coordinating and facilitating grievances misconducts and dispute cases in the Department. The duties will include being responsible to maintain and manage a case management system, as well as manage and facilitate all disciplinary processes, in terms of providing advisory services to the Department on Labour Relations issues. Promote sound Labour Relations practices, acknowledge and register all cases in the Department by capturing and updating all cases on case management system. Produce and submit reports for the Department and external Stakeholders. Timeously prepare and facilitate on resolutions for the misconduct and grievance cases. Assist with other interests such as facilitating training on line managers on how to assist in handling of grievances and collective bargaining issues. Conduct awareness sessions on Labour Relations matters and liaising with HR on Labour Relations matters. Promote sound collective bargaining practices. Management of Sub-directorate. Manage staff performance, assessments and resources.

ENQUIRIES : Mr. Xolani Mlambo Tel No: 011 355-7561

POST 04/225 : **ASSISTANT DIRECTOR: LABOUR RELATIONS (COLLECTIVE BARGAINING)**
REFS/013004 (X1 POST)
Branch: Labour Relations

SALARY : R382 245 per annum, (plus 37% in lieu of benefits)
CENTRE : Johannesburg

REQUIREMENTS : National Diploma or equivalent NQF level 6 Qualification in Law/ Labour Law or Labour Relations with at least 3 -5 years' experience in the field of Labour law, trade union environment or labour relations. A Bachelor's Degree, NQF level 7, in Law/ Labour Law or Labour Relations will be an added advantage. Sound knowledge of Labour Relations Act, Public Service Act and Regulations, Basic Conditions of Employment Act, Promotion of Administrative Justice Act, Employment Equity Act, Skills Development Act, PFMA, PSCCCBC resolutions as well as Human Resources policies and procedures. Must have written and communication skills, minutes writing, report writing skills and computer literacy. A valid Driver's License is compulsory.

DUTIES : The incumbent will responsible for the following tasks, Manage and Monitor all Collective Bargaining activities in the Department. Provide Labour Relations Advice and technical support to Line Managers in Regions and DLTCs. Establish Consultative Structures in the Regions and DLTCs. Conduct impact analysis on Labour Relations processes and Policies in the Department. Monitor the Implementation of Collective agreements and Resolutions. Liaise with other stakeholders in facilitating collective bargaining processes. Attend Bargaining Chamber meetings and workshops. Manage and monitor performance reviews and contracting.

ENQUIRIES : Mr. Xolani Mlambo Tel No: 011 355-7561