

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

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

- APPLICATIONS** : All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, or post to P/Bag x112, Marshalltown, 2107 or Applicants can apply online at: www.professionaljobcentre.gpg.gov.za
- CLOSING DATE** : 25 February 2022
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents and must be completed in full and page 2 duly signed. Clear indication of the post and reference number of the post that is being applied for must be indicated on your Z83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and copies of qualifications and ID must be attached (copies need not be certified). Communication regarding certified documents will be limited only to the shortlisted candidates. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

MANAGEMENT ECHELON

- POST 05/115** : **DIRECTOR: TECHNICAL SPECIALIST REF NO: REFS/013136**
Directorate: Information Communication Technology
- SALARY CENTRE REQUIREMENTS** : R1 057 326 – R1 245 495 per annum, (all-inclusive remuneration package)
: Johannesburg
- REQUIREMENTS** : Matric plus a NQF Level 7 Tertiary qualification in IT or Business-related qualification. Recognised project management qualification would be an advantage. 6-7 years in telecoms/networking and project management background. 5 years' experience at middle management level.
- DUTIES** : Technical design, solution testing, and solution rollout. Work closely with the external service providers to develop a detailed network design for the programme. Ensure that the programme is functional and operate efficiently. Manage the technical stream of the programme. Ensure programme technical outcomes are achieved. Ensure programme impact is achieved. Manage all the technical external service providers. Facilitate all project technical sign-offs: milestone sign-off; acceptance sign-off; change control sign-off and project completion sign-off.
- ENQUIRIES** : Mr. Oscar Baloyi Tel No: (011) 689 4648
- POST 05/116** : **DIRECTOR: RISK MANAGEMENT REF NO: REFS/013140**
Directorate: Risk Management
- SALARY CENTRE REQUIREMENTS** : R1 057 326 – R1 245 495 per annum, (all-inclusive remuneration package)
: Johannesburg
- REQUIREMENTS** : B.com or NQF level 7 qualification in Business Management. A professional qualification e.g. (CIA/CCSA/CFE/CA (SA) will be an added advantage. At least 5 years' experience at middle management level in Risk Management.
- DUTIES** : To assist the1 department to embed Risk Management and leverage its benefits to enhance performance, this is inclusive of ICT risks, fraud prevention and business continuity management. Ensure that risk management in the department is implemented in line with the GPG Risk Management Framework. Ensure that the

Business Continuity Management programme is implemented within the Department. Ensure implementation of internal and external audit recommendations. Ensure the department has a fraud Prevention Plan. Table risk reports to management and oversight committees.

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

POST 05/117 : **DIRECTOR: LEGAL SERVICES REF NO: REFS/013141**
Branch: Corporate Management

SALARY : R1 057 326 – R1 245 495 per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : NQF level 7 qualification in legal. At least 5 years in middle management in law environment. Commercial Law will be an added advantage.

DUTIES : To render an effective legal advice service in the Department. Prepare all agreements/contracts that are legally sound and that are compliant with existing legislation and policies. Draft and provide general and specific legal advice and opinions. Attend to and manage all legal correspondences. Manage and co-ordinate all litigation issues. Compiling briefs to external legal consultants, State Attorneys, and counsel and managing the progress of matters and the inputs received. Ensuring that the administrative and contractual decisions of the department are compliant with governing legislation and to render advice on the impact of any new legislative requirements. Drafting of commercial contracts including contract templates and guidelines. Resolving legal disputes. Plan, gather evidence and prepare for representing the E-GOV at arbitration and mediation hearings and in a court of law. Remaining up to date with legal developments in the realm of contract law.

ENQUIRIES : Ms. Ducket Mawila Tel No: (011) 689 4799

POST 05/118 : **DIRECTOR: EMPLOYEE EXITS REF NO: REFS/013142**
Chief Director: Human Resource Services

SALARY : R1 057 326 – R1 245 495 per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : NQF level 7 qualification in Human Resources Management or related. 5 years' experience in middle management role relating to human resources management. Prior experience in Human Resources Management is a necessary. HR experience in public sector will be advantageous.

DUTIES : Administer all human resource conditions of service for the GPG. Render a responsive and affective recruitment processing service to the GPG. Administer employee termination of service in the GPG. Provide Strategic direction and operational leadership to the service unit. Maintain and ensure compliance with SLAs by the service unit. Manage all resources, including the Budget, in terms of the PFMA and other applicable regulatory frameworks. Develop, service and maintain good working/ effective relations with client/ line departments. Establish, manage and maintain good working/ effective relations with clients/ line departments. Assist your team in resolving sensitive and complex operational (service delivery) matters. Ensure unit performance reporting on SLAs as per set standards. Ensure continuous improvement of services rendered by the service unit. Ensure continuous improvement of terminations systems and processes

ENQUIRIES : Ms. Ducket Mawila Tel No: (011) 689 4799

OTHER POSTS

POST 05/119 : **DEPUTY DIRECTOR: ERP FINANCE REF NO: REFS/013143**
Branch: Information Communication Technology

SALARY : R882 042 per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a National Diploma/Degree in IT, Finance or Commerce. SAP FI/CO Certification or related ERP qualification. Relevant experience: 3-5 or more years ERP experience with at least 2 years in Management. Three or more full project implementation. ICT technical knowledge.

DUTIES : Work closely with the end-user management and staff during development and implementation of system solution to ensure that all customer needs are identified and addressed. Conduct feedback sessions and presentations to client audiences and professional peers if and when required. Discuss and resolve system issues regarding organizational policies, practices, systems functionality and upgrade projects. Seek information, clarification, approvals and actions from higher-level managers / executives to resolve system problems and ensure operational functioning thereof. Explain and defend the organization's ERP decisions, actions, and/or recommendations to others internally and externally to increase understanding, gain cooperation and/or encourage compliance. Coordinate and direct technical staff ensuring that the ERP services provided meet the strategic needs and goals of the customer departments within Gauteng Provincial Government. Participate in the development and implementation of business planning for ERP systems including the operational aspects thereof. Serve as the technical liaison with vendors, external partners, and the ERP department regarding system operations. Provide input and information to help prepare and manage ERP budgets and reports. Liaise with various GPG departments and the ERP Team to identify and help develop system upgrades to increase system capabilities and meet customer needs. Communicate with colleagues, management and business unit(s) on requirements, problems, system status and issues. Formulate appropriate operational system procedures/ processes. Assist in the planning of new hardware and new platform components. Participate in any system upgrade activities as planned. The incumbent will have knowledge of the various modules of the ERP system and their specific functional attributes. This is to be able to effectively manage an implemented system solution to a client. This is achieved by ensuring that all system attributes and functions are operational within the agreed system capabilities. It further includes responsibility for ensuring the highest availability and uptime of such systems. Responsibilities will include the meeting of functional specifications, managing and troubleshooting problems, ERP system configuration, testing and assisting in system development and managing human resources within the functional area.

ENQUIRIES : Ms. Sithembile Buthelezi Tel No: (011) 689 6527

POST 05/120 : **DEPUTY DIRECTOR: ERP HCM & CRM REF NO: REFS/013144**
Branch: Information Communication Technology

SALARY : R882 042 per annum, (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a B. Degree/Diploma in IT/Commerce highly desirable. Relevant ERP Finance qualification. Relevant experience: 5 or more years ERP experience. Three or more full project implementations. ICT technical knowledge.

DUTIES : Work closely with the end-user management and staff during development and implementation of system solution to ensure that all customer needs are identified and addressed. Conduct feedback sessions and presentations to client audiences and professional peers when required. Discuss and resolve system issues regarding organizational policies, practices, systems functionality and upgrade projects. Seek information, clarification, approvals and actions from higher-level managers / executives to resolve system problems and ensure operational functioning thereof. Explain and defend the organization's ERP decisions, actions, and/or recommendations to others internally and externally to increase understanding, gain cooperation and/or encourage compliance. Coordinate and direct technical staff ensuring that the ERP services provided meet the strategic needs and goals of the customer departments within Gauteng Provincial Government. Participate in the development and implementation of business planning for ERP systems including the operational aspects thereof. Serve as the technical liaison with vendors, external partners, and the ERP department regarding system operations. Provide input and information to help prepare and manage ERP budgets and reports. Liaise with various GPG departments and the ERP Team to identify and help develop system upgrades to increase system capabilities and meet customer needs. Communicate with colleagues, management and business unit(s) on requirements, problems, system status and issues. Formulate appropriate operational system procedures/ processes. Assist in

the planning of new hardware and new platform components. Participate in any system upgrade activities as planned. The incumbent will have knowledge of the various modules of the ERP system and their specific functional attributes. This is to be able to effectively manage an implemented system solution to a client. This is achieved by ensuring that all system attributes and functions are operational within the agreed system capabilities. It further includes responsibility for ensuring the highest availability and uptime of such systems. Responsibilities will include the meeting of functional specifications, managing and troubleshooting problems, ERP system configuration, testing and assisting in system development and managing human resources within the functional area.

ENQUIRIES : Ms. Sithembile Buthelezi Tel No: (011) 689 6527

POST 05/121 : **DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: REFS/013156**
Branch: ICT

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

REQUIREMENTS : Matric plus a recognised Bachelor Degree in Quality Management or Total Quality management with 2 to 3 years' experience directly related to the duties and responsibilities specified. At least 3 to 5 years' experience in a key role leading the Quality Management environment.

DUTIES : Identify, adapt and implement most appropriate business process improvement and quality assurance frameworks and methodologies. Conduct evaluations and assessments of current practices in order to identify strategies for process and quality improvements, and for the delivery of effective programs and individualized services. Prepare reports on evaluation/assessment findings; and prepare recommendations for approval by relevant management. Monitor programs in order to ensure that desired changes are effected, objectives are achieved, and program changes are maintained. Document customer outcomes which can be attributed to changes resulting from the quality assurance program. Support the Office of the HOD to improve the use of performance metrics and their application during the business planning and performance reporting process. Identify problems by consulting with other professional and support staff, reviewing client complaints, observing staff performance, monitoring program implementation, reviewing reports, and special studies. Evaluate programs relating to compliance with accreditation and/or certification standards; coordinate and/or assist in activities regarding the development and implementation of plans and time frames for correcting deficiencies involving these standards. Design research and program evaluation projects; develops and establish systems for collecting data; analyze statistical data collected from these studies; and prepare both technical and general reports, summarizing results and making recommendations. Conduct pre-surveys in order to identify and correct deficiencies prior to official surveys being conducted. Assist in the development and maintenance of policies and procedures, operational guidelines, and contractual agreements relating to compliance standards. Assist business units with the development of process improvement initiatives and advise on implementation strategies. Consult with internal departments and individuals regarding program development and assists in planning and evaluation activities. Sit in departmental QA to gain insight and to give guidance in order to entrench high levels of quality assurance. Perform other related work as assigned.

ENQUIRIES : Ms. Sithembile Buthelezi Tel No: (011) 689 6527

POST 05/122 : **ASSISTANT DIRECTOR: DEBT MANAGEMENT REF NO: REFS/013160**
Chief Directorate: Human Resources

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

REQUIREMENTS : Matric plus 3-year National Diploma or Degree in Financial Accounting / Financial Management or Legal. 3-5 years collection or legal experience.

DUTIES : Supervise the Debt Collection team, ensure that debts and collected and administered within the SLA. Provide management of accurately and timeous collection of all debts and amount owing to GPG Departments. Manage performance within SLA. Develop, supervise, guide and lead practitioners. Identify

- continuous improvement opportunities. Submit monthly transaction report with the SLA.
- ENQUIRIES** : Ms. Sithembile Buthelezi Tel No: (011) 689 6527
- POST 05/123** : **TEAM LEADER: DOCUMENT MANAGEMENT CENTRE REF NO: REFS/013164**
Branch: Corporate Management
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum, (plus benefits)
: Johannesburg
: Matric plus NQF level 6 in Business management or related with 2-3 years 'experience in Document Management. MS Office (Excel, Words) is essential. 2-3 Years relevant experience.
- DUTIES** : Manage implementation and provide guidance to the document management practitioners on ISO 9000 standards for electronic and physical content with particular emphasis on workflow, audit trails. Outline the job expectations, descriptions, duties and essential attributes required for document management practitioners. Conclude performance contracts, reviews and develop personal development plans for the document lifecycle management practitioners. To implement document management practices and to ensure that relevant aspects in terms of ISO9000 standards are adhere to. To ensure that information can be identified, traced and supplied when requested through the central query management solution. Manage staff performance viz attendance registers, daily and monthly production reports, quality assurance, coaching, mentoring, training, induction and guidance of document management practitioners. Provide progress reports.
- ENQUIRIES** : Ms. Sithembile Buthelezi Tel No: (011) 689 6527
- POST 05/124** : **PRACTITIONER: DEBT MANAGEMENT REF NO: REFS/013165 (X2 POSTS)**
Chief Directorate: Human Resources
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum, (plus benefits)
: Johannesburg
: Matric plus 3-year National Diploma or Degree in Financial Accounting / Financial Management or Legal 1-2 years collection experience or legal collection experience.
- DUTIES** : Accurately process all the transactions within the SLA. Ensuring that collection process is followed. Process all ledger books accurately on BAS/ SAP/ PERSAL system. Collect debts and administer within the SLA. Ensure that none payment debtors are referred to the office of State Attorney for legal action. Ensure that all queries are resolved and debtors book is reduced.
- ENQUIRIES** : Ms. Sithembile Buthelezi Tel No: (011) 689 6527

DEPARTMENT OF HEALTH

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

ERRATUM: Dr. George Mukhari Academic Hospital: Kindly note that the following post Chief Admin Clerk: Cleaning Services with Ref No: REFS/013016 (X3 Posts) was advertised in Public Service Vacancy Circular 04 dated 04 February 2022, The Requirements have been amended as follows: A minimum of Grade 12 or equivalent. A minimum of 3-5 years' experience as a supervisor in cleaning environment. A relevant qualification will be an added advantage. Proof of experience must be attached. 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 verbal and written communication skills. Knowledge of working procedures in terms of the working environment. Knowledge and understanding of relevant legislative framework governing the Public Service. With Ref No: Refs/013016. The closing date has been extended to 25 February 2022. Kindly note that post of Nursing Operational Manager Specialty: Operating Theatre (**For Steve Biko Academic Hospital**) with

Ref No: SBAH 011/2022 advertised in Public Service Vacancy Circular 03 dated 28 January 2022 with a closing date of 11 February 2022, the correct Requirements are as follows: Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/ degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year Diploma in Operating Theatre 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 Operating Theatre 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. People whom applied should take note that their application will be considered, the closing date has been extended to 25 February 2022.

OTHER POSTS

- POST 05/125** : **MEDICAL SPECIALIST: PAEDIATRICS GRADE 1-3 REF NO: FERH/MED-03/2022 (X1 POST)**
Directorate: Medical
- SALARY** : R1 122 630 - R1 191 510 per annum, (all inclusive package)
R1 283 592 - R1 362 363 per annum, (all inclusive package)
R1 489 665 - R1 862 412 per annum, (all inclusive package)
- CENTRE REQUIREMENTS** : Far East Rand Hospital
: Senior certificate (Grade 12/Matric), MBCHB degree or equivalent and FC. Peads (SA). Annual registration receipt and registration certificate with HPCSA as an independent medical specialist paediatrician. Good leadership skills, excellent communication skills (verbal & written) and good interpersonal skills. Work independently and under pressure. Work well within the paediatric department and the hospital as a team member.
- DUTIES** : Play a supervisory role and train junior doctors in the management of patients in all paediatric and child health areas at the institution. Provide relevant training to nurses and other relevant stakeholders in the department. Implement continued medical education through academic meetings, mortality & morbidity meetings and interdepartmental meetings. Identify and adopt or formulate clinical protocols to be implemented in the department to improve overall health and outcomes of the paediatric population served by the hospital. Oversee administrative duties in the department and attend HOD meetings as required and make contributions towards improving service delivery. Manage and report adverse clinical outcomes to the clinical manager. Manage resources judiciously.
- ENQUIRIES APPLICATIONS** : Dr N Jwara Tel No: 011 812 8308
: Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/ previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with

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

- CLOSING DATE** : 25 February 2022
- POST 05/126** : **MEDICAL SPECIALIST REFS: REFS/013169**
Directorate: Paediatrics and Child Health; Neurology
- SALARY** : R1 122 630 per annum, (all inclusive package)
R1 283 592 per annum, (all inclusive package)
R1 489 665 per annum, (all inclusive package)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : **Grade 1:** qualification that allows for registration with HPCSA as a Medical Specialist in Paediatrics. Registration with the HPCSA as Medical Specialist in Paediatrics and proof of current registration. No experience required after registration with the HPCSA. Paediatrician or Sub Specialist in Paediatrics neurology interest. The following will be an added advantage: Experience in undergraduate teaching. **Grade 2:** Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Paediatrics. Registration with the HPCSA as Medical Specialist and proof of current registration. A minimum of 5 years' appropriate experience after registration with the HPCSA as Medical Specialist in Paediatric specialty or Sub specialty in Paediatrics neurology, and experience in undergraduate teaching will be an added advantage. **Grade 3:** Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Paediatrics. Registration with the HPCSA as Medical Specialist and proof of current registration. A minimum of 10 years' experience after registration with the HPCSA as Medical Specialist in in Paediatric specialty or Sub specialty in Paediatrics neurology, and experience in undergraduate teaching will be an added advantage.
- DUTIES** : The successful candidate will provide clinical services at the Paediatric neurology. The candidate will also support critical care services. The candidate will be responsible for teaching and training of under and post graduate students, including supervision of medical interns, medical officer and registrars. The candidate will participate in the departmental cluster outreach programmes and research activities. Overtime will be done in Paediatrics/Neonatal ICU.
- ENQUIRIES** : Prof. M Mulaudzi Tel No: 011 488 4246
- APPLICATIONS** : 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.
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a new Z83 form 2021 (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) 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 Males and females, White Males and females, African Males and females are encouraged to apply.
- CLOSING DATE** : 25 February 2022

<u>POST 05/127</u>	:	<u>MEDICAL SPECIALIST: ENT GRADE 1, 2 OR 3 REF NO: MSENT- 03/2022 (X1 POST)</u> Directorate: Medical
<u>SALARY</u>	:	R1 122 630 - R1 191 510 per annum, (all inclusive package) R1 283 592 - R1 362 363 per annum, (all inclusive package) R1 489 665 - R1 862 412 per annum, (all inclusive package)
<u>CENTRE REQUIREMENTS</u>	:	Thelle Mogoerane Regional Hospital (TMRH) Appropriate qualifications that allow registration with HPCSA as Medical Specialist in Surgery. Current FCORL (SA) specialist registration with the HPCSA. Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with anesthetic team, emergency unit nursing team, ward nursing team. Capacity to manage change both within the ENT team and within the emergency unit/theatre/ward continuum. Aptitude for increasing the “footprint” of the ENT service across the TMRH hospital cluster. Surgical skillset to manage emergency ENT and elective ENT patients. Proof of current HPCSA registration. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multidisciplinary team. Knowledge of legislation, policies and procedure pertaining to health care users. Computer Literacy A valid driver’s license. Experience in the public sector would be an advantage.
<u>DUTIES</u>	:	Supervising the management of ENT patients in emergency unit, ICU, high dependency unit, ward performing, and supervising appropriate surgical operations. Managing emergency theatre booking lists traditional on-call model currently, transitioning to shift-based onsite call model aching and training of interns, medical officers, registrars undergraduate teaching ward rounds. Provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of Medical Registrars. Administrative duties within the Department of Intensive Care Unit. Ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. To assist in teaching programme of both undergraduates and postgraduates. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment and all other Human Resources related matters.
<u>ENQUIRIES</u>	:	Dr BJ Kandamo or Mr Mfesane Mahlanyana Tel No: 011891 7304 or Tel No: 011891 7240
<u>APPLICATIONS</u>	:	Applications should be hand delivered to Deputy Director: Human Resource, Thelle Mogoerane Regional Hospital between 8am and 3pm at First Floor, Main Admin Building.
<u>NOTE</u>	:	The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; copies need not be certified when applying for a post. The communication from Human Resources. 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 Human Resources. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications

Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representation in terms of race 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** : 28 February 2022
- POST 05/128** : **MEDICAL SPECIALIST: ANAESTHESIA GRADE 1-3 REF NO: FERH/MED-04/2022 (X1 POST)**
Directorate: Medical
- SALARY** : R1 122 630 - R1 191 510 per annum, (all inclusive package)
R1 283 592 - R1 362 363 per annum, (all inclusive package)
R1 489 665 - R1 862 412 per annum, (all inclusive package)
- CENTRE REQUIREMENTS** : Far East Rand Hospital
: Senior certificate (Grade 12/Matric), MBCHB degree or equivalent and FC. Anaesthesia (SA). Annual registration receipt and registration certificate with HPCSA as an independent medical specialist. Post community service. Teaching experience. BLS, ATLS. Basic communication and interpersonal skills. Full comprehension of Batho Pele principles. Able to do overtime. High level of integrity, passion and commitment to the profession.
- DUTIES** : Pre-operative duties with patient assessment and readiness for anaesthesia. Theatre preparation and provision of anaesthetic services. Post-operative and pain management. Teaching of doctors, interns and nursing staff. Assisting in the management duties of the department.
- ENQUIRIES APPLICATIONS** : Dr D Monika Tel No: 011 812 8308
: Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/ previous supervisors. According to Circular 5 of 2021, "applicants must submit copies of qualifications, identity document and drivers licence (where applicable), service certificates to be attached (For OSD posts) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.
- CLOSING DATE** : 25 February 2022
- POST 05/129** : **MEDICAL SPECIALIST GRADE 1 (GIT/HPB FELLOW) REF NO: REFS/013158 (X1 POST)**
Directorate: Surgery
- SALARY** : R1 122 630 per annum, (all inclusive)

<u>CENTRE REQUIREMENTS</u>	<p>: Chris Hani Baragwanath Academic Hospital (CHBAH)</p> <p>: Full registration with the HPCSA as a Specialist Surgeon (General Surgery) II. Desire to train in the Subspecialty of Surgical Gastroenterology (declaration of interest in Surgical GIT in general, Upper GIT or Hepatobiliary Surgery is crucial). Proof of current HPCSA registration for April 2021/March 2022. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to health care users. Computer Literacy. A valid driver's license. Experience in the public sector would be an advantage. The following would be an advantage: Ability to perform diagnostic and therapeutic upper and lower endoscopy Ability in Minimal Access Surgery Duration: The post is tenable for a maximum of two years. There will be a full performance appraisal after one year, and reappointment for the second year is dependent on a suitable appraisal. There will be no extension beyond a period of two years from initial appointment.</p>
<u>DUTIES</u>	<p>: To fulfil the requirements of training in the sub-specialty of Surgical Gastroenterology as stipulated by the HPCSA. To perform Clinical, Teaching and Research responsibilities as required by an academic surgical unit. Clinical Duties: Clinical history taking, examination and assessment of patients. Requesting and analysing special investigations. Prescribing of medications and other therapies. Performance of diagnostics and therapeutic surgical procedures in the field of general surgery. Communicate effectively with colleagues and attend theatre meetings. Ensure proper keeping of records. Perform any other duties relevant to the clinical management of patients. Training And Teaching: Advice and supervise Registers. Formal teaching to post and under-graduate staff. Teaching surgical skills in a dedicated Surgical Skills Unit and participation in the activities of the Academic Department. Review of current literature and research. Attend appropriate CME updates. Develop diagnostic and surgical skills amongst junior staff. Research: Participate in research within the department to improve knowledge and clinical outcomes. Active participation in the development of new interests and research is crucial. Ability and willingness to perform after hours duties as per rota provisions</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>: Dr Omshoro Jones and Ms Ethel Moledi Tel No: 011 933 9267/8804</p> <p>: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.</p>
<u>NOTE</u>	<p>: Applications may also be uploaded online at www.gautengonline.gov.za or http://professionaljobcentre.gpg.gov.za. No faxed applications will be considered. Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. A recently updated CV that specifies the following should accompany the completed and signed form: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks,</p>

credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

- CLOSING DATE** : 01 March 2022
- POST 05/130** : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/013159 (X2 POSTS)**
Directorate: Paediatrics (Division of Neonatology)
- SALARY** : R1 122 630 per annum, (all inclusive)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Appropriate qualification as Medical Specialist in Paediatrics, which allows registration with the Health Professions Council of South Africa (HPCSA). Proof of current HPCSA registration for April 2021/March 2022 Card or Receipt of current registration with HPCSA. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. A valid driver's license. Aptitude for increasing the "footprint" Paediatric services across the CHBAH Hospital cluster. Clinical skillset to manage high volume patient numbers, have clinical experience to help with any subspecialty clinic work, as determined by the needs of the department of Paediatrics at Chris Hani Baragwanath Academic Hospital.
- DUTIES** : Supervising the management of and managing neonatal patients, and coordinate any services required for patient care. To provide clinical care/ services in the Division of Neonatology (including neonates rooming-in with their mothers, inpatients and outpatients services). To assist in providing clinical services in general paediatrics as determined by the department of Paediatrics. To participate and assist in teaching/ training programme of both undergraduates and post graduates. To conduct clinical research/ audits and/or participate in the research program in the Division/ Department, including supervising MMed students. Attend meetings and training as approved by Head of Unit and/or Head of Department. Comply with the Performance Management and Development System (contracting, quarterly or semester reviews and final assessment).
- ENQUIRIES** : Prof Velaphi Tel No: (011) 933 8400/ 8416
- APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered. Applications must be submitted on the new Z83 form and must completed in full. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of

the necessary documents required by HR will be disqualified. A recently updated CV that specifies the following should accompany the completed and signed form: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

CLOSING DATE

: 01 March 2022

POST 05/131

: **DEPUTY MANAGER NURSING LEVEL 1 & 2 (ESDR) REF NO: EHD2022/02/06**

Directorate: Primary Health Care

SALARY CENTRE

: R856 272 - R963 723 per annum, (inclusive remunerative package)
: Ekurhuleni Health District

REQUIREMENTS

: Basic R425 qualification (i.e. an appropriate Degree/Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC as a Professional Nurse Minimum of 9 years appropriate/recognizable experience after registration as Professional nurse with SANC in General Nursing. At least 4 years of the period referred to above must be appropriate / recognizable experience at Management level. Computer literacy and Driver's license is essential. A management Qualification will be an added advantage. Skills: Presentation and report writing skills, leadership skills, Planning and organizing skills. Problem solving and communication skills and financial management skills. Ability to work under pressure.

DUTIES

: Provide guidance and leadership towards the realization of strategic goals and objectives of the Sub-district: Establish the strategic direction of the component to ensure alignment with its business plans by participating in the development of the District and sub-district plan. Facilitate and oversee the development of PHC operational/business plans to give strategic direction to the division by managing and coordinating the activities of the division. Implement all priority programs in the sub-district. Provide professional, technical and management support for the provision of quality patient care through proper management of Primary Health Care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Conduct staff meetings to disseminate information such as new developments on policies, circulars. Participate and respond to queries and questions from relevant structures regarding complaints on staff conduct on patients. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to health care. Participate in multi-disciplinary quality assurance task teams at various levels. Develop a good working relationship within the department and relevant stakeholders. (EMM & Partners). Participate with members of the health team in decision making pertaining to health care delivery. Participate in the development of DHP and DHER. Ensure facilities are accredited with the Ideal clinic status by

ensuring that status determination is done at least twice in a year. Human Resource: Analyze staffing needs and develop a plan to meet the needs. Initiate the recruitment and retention of competent personnel. Manage and monitor the implementation of the PMDS. Manage grievances and labour relations issues in terms of the laid down policies/procedures i.e. manage workplace discipline. Manage the licensing of all staff with relevant professional bodies. Finance: Ensure that budget spending is maximized in line with strategic objectives. Manage and control material resources and assets.

ENQUIRIES : Ms E. Mashego Tel No: (011) 876 - 1815
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005, Germiston, 1400.

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

CLOSING DATE : 25 February 2022

POST 05/132 : **MEDICAL REGISTRAR REF NO: SBAH 019/2022**
Directorate: Ophthalmology

SALARY : R833 523 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MBChB or equivalent degree. Valid registration with Health Professions Council (HPCSA) as an Independent Practitioner. Evidence of passed FCS (Ophth) Primaries and a Normal test for Depth Perception.

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

ENQUIRIES : Prof. PS Makunyane Tel No: 012 354 1619
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 : 25 February 2022

POST 05/133 : **MEDICAL OFFICER GRADE 1 REF NO: SBAH 020/2022 (X4 POSTS)**
Directorate: Anaesthesiology

SALARY : R833 523 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MBChB and registration with the Health Professions Council of South Africa as an Independent Practice.

DUTIES : The successful candidate must provide clinical services to patients at Steve Biko Academic Hospital and its referring hospitals, participate in the department's academic programmes, research activities and clinical audit meetings. Successful candidates might be expected to rotate through all the University of Pretoria's training hospitals.

ENQUIRIES : Prof. S Spijkerman Tel No: 012 354 1510

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 : 25 February 2022

POST 05/134 : **MEDICAL REGISTRAR REF NO: REFS/013161 (X1 POST)**
Directorate: Paediatric Surgery

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

CENTRE : Chris Hani Baragwanath Academic Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent Medical Practitioner and must be post Community Service. Must have completed Primaries, Intermediates, ATLS and BSS in relevant department. Must be a South African citizens or permanent residents. Proof of current HPCSA registration for April 2021/March 2022 .Training opportunities are inter alia available in the following disciplines: Paediatric Surgery.

DUTIES : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. 120 Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).

ENQUIRIES : Prof JA Loveland or Mrs A Welthagen Tel No: 011 933 8138

APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE : Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered. Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. A recently updated CV that specifies the following should accompany the completed and signed form: All experience indicating the position, institution and respective dates (DD/MM/YY).

Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

- CLOSING DATE** : 01 March 2022
- POST 05/135** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/013162 (X1 POST)**
Directorate: Internal Medicine (Cardiology)
- SALARY** : Grade 1: R833 523 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner Registration with the HPCSA as Medical Practitioner. No experience required. Proof of current HPCSA registration for April 2021/March 2022.
- DUTIES** : The incumbent will be responsible to on a daily basis review CCU patients and update their clinical records and treatment on appropriate charts or files; attend daily CCU ward rounds with the on call Fellow and/ or Consultant; perform all investigations on patients and ensure that same is recorded and kept up to date in the patient 's inpatient charts; performance of practical procedures relevant to the care of patients; attend to all outpatients clinics as allocated by the head of the department; and attend to any other clinical, teaching or research as may be assigned buy the head of the departments. Furthermore the incumbent is expected to attend all relevant administrative departmental meetings and to complete MEDICO Legal Documents timeously (e.g. Death certificate); Reduce medical litigation by exercising good clinical ethos; Implement and monitor adherence to National Core Standards (norms and standards): and be willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.
- ENQUIRIES** : Prof MR Nethononda Tel No: (011) 933 8197
- APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered. Applications must be submitted on the new Z83 form and must completed in full. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview.

Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. A recently updated CV that specifies the following should accompany the completed and signed form: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

CLOSING DATE

: 01 March 2022

POST 05/136

: **ASSISTANT MANAGER NURSING PNA OPD REF NO: REF/S013150**

SALARY CENTRE

: R624 216 – R702 549 per annum, (plus benefits)
 : Dr. George Mukhari Academic Hospital

REQUIREMENTS

: Basic R425 qualification (i.e. An appropriate Bachelor's Degree/ Diploma in Nursing or equivalent qualifications that allows registration with the South African Nursing Council) as a Professional Nurse. Current proof of registration with SANC as a Professional Nurse. Diploma/Degree in Nursing Administration/ Management registered with South African Nursing Council. A minimum of eight (8) years appropriate /recognizable experience in Nursing after registration as a Professional Nurse with SANC. (Less one year for candidates appointed from outside the public service) At least 3 years of the above period referred to must be appropriate/recognizable experience at Management level (Operational Manager). Signed service record to be submitted. Knowledge and understanding of Priority Health Programmes. Experience in HIV &AIDS and TB Management will be an added advantage. Sound managerial skills, computer literacy and knowledge of financial Management. Good verbal and written communication skills. Must be computer literate in Microsoft Package (MS Word, Excel and PowerPoint). Willingness to work under pressure and beyond a call of duty.

DUTIES

: Monitor and evaluate service delivery. Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationship with nursing and other stakeholders (i.e. Inter-professional, inter-sectoral and multidisciplinary team work). Participate in the analysis, formulation and implementation of Nursing guidelines, practices, standards and procedures. Manage human resources. Monitor and ensure proper utilization of financial and physical resources. Ensure implementation of Batho-Pele Principles in the area of supervision. Promote the image of Nursing. Demonstrate a basic understanding of the legislative framework governing the public service. Be willing to work after hours, weekend and holidays when the need arise.

ENQUIRIES

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

- APPLICATIONS** : The specific reference must be quoted. Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Copies of qualifications, ID copy and a CV must be attached, the applicants need not certify the copies, and only shortlisted candidates will be required to submit the certified documents on or before the interview date. 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** : 25 February 2022
- POST 05/137** : **LECTURER GRADE 1 REF NO: REFS/013196**
Directorate: Nursing Division: Clinical Education and Teaching
(Re-advertisement)
- SALARY CENTRE REQUIREMENTS** : R624 216 per annum, (PN-D1)
: Charlotte Maxeke Johannesburg Academic Hospital
: A Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with SANC and proof of current registration. A minimum of 4 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. A post basic qualification in Nursing Education registered with the SANC. The following will be an added advantage: 1 year post basic qualification registered with SANC, registration with SANC as moderator and assessor and computer literacy.
- DUTIES** : Teaching of clinical nursing practice in accordance with the scope of practice and nursing standards as per applicable protocols. Accompany, supervise and assess nursing staff for clinical competences. In-service training programme development and implementation thereof. Develop and/or review clinical nursing standards jointly with other clinical facilities and nursing education institutions (NEI). Conduct clinical audits and clinical research. Support NEIs accredited for clinical placements of students in the institution. Supervise and support preceptors. Role model professionalism and competent practice. Able to manage own work and time. Ensure effective and efficient budget control and assets control for the department.
- ENQUIRIES APPLICATIONS** : Ms A Tshitereke Tel No: 011 488 3787
: Applications should be submitted on a (PDF Format only) to the following email-address Responsehandling.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as subject.
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with a C.V, applications must include three (3) contactable references, Copies of I.D 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. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing

date, please consider your application unsuccessful. African Males, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

CLOSING DATE

: 25 February 2022

POST 05/138

: **OPERATIONAL MANAGER NURSING SPECIALTY STREAM REF NO: REFS/013062**

Directorate: Nursing Department – Cardiac Catheterization Laboratory

SALARY

: R571 242.per annum, (plus benefits)

CENTRE

: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS

: Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Operating Theatre nursing. Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience in Operating Theatre nursing after obtaining the 1year post-basic nursing qualification. Computer literacy will be added advantage.

DUTIES

: To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. To apply basic HR and financial policies when coordinating care to our patients and other stakeholders. To do hospital departmental calls as required by the service. To demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi- disciplinary team on a supervisory level to ensure good nursing care by the nursing team. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Expected to do call on rotational basis and relieve assistant manager when required.

Ms R.C Moime Tel No: 011 488 3155

ENQUIRIES

APPLICATIONS

Applications should be submitted on a (PDF Format only) to the following email-address Responsehandling.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.

NOTE

: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a new Z83 form 2021 (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) 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. African Males, Coloured Males and

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

25 February 2022

CLOSING DATE

POST 05/139

: **OPERATIONAL MANAGER NURSING SPECIALTY STREAM REF NO: REFS/013063**

Directorate: Nursing Department – Peritoneal Dialysis

SALARY

: R571 242 per annum, (plus benefits)

CENTRE

: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS

: Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Nephrology nursing. Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience in Nephrology nursing after obtaining the 1year post-basic nursing qualification. Computer literacy will be added advantage.

DUTIES

: To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. To apply basic HR and financial policies when coordinating care to our patients and other stakeholders. To do hospital departmental calls as required by the service. To demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi- disciplinary team on a supervisory level to ensure good nursing care by the nursing team. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Expected to do call on rotational basis and relieve assistant manager when required.

ENQUIRIES

APPLICATIONS

Ms R.C Moime Tel No: 011 488 3155

Applications should be submitted on a (PDF Format only) to the following email-address Responsehandling.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.

NOTE

: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a new Z83 form 2021 (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) 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. African Males, Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

CLOSING DATE : 25 February 2022

POST 05/140 : **OPERATIONAL MANAGER – SPECIALTY (NEONATAL HIGH CARE) REF NO: FERH/NURSE-05/2022 (X1 POST)**
Directorate: Nursing

SALARY : R571 242 - R642 933 per annum, plus benefits
CENTRE : Far East Rand Hospital
REQUIREMENTS : Basic Diploma/Degree as a Professional Nurse accredited South African Nursing Council (SANC). One (1) post basic qualification in Child nursing or advanced midwifery and neonatal nursing science registered with SANC. A minimum of Nine (9) years appropriate recognisable nursing – at least Five (5) years of the Nine (9) referred above should be relevant experience after obtaining post basic qualification. Demonstrate basic understanding of HR and financial policies and practises. Basic computer skills. Sound knowledge of public service policies, code of conduct and team building. Leadership, decision making and problem solving skills.

DUTIES : The incumbent will be responsible for the supervision and management of neonatal high care department in the hospital. Manage human resources and non-human resources. Supervision of the provision of quality nursing care in the above mentioned areas within the legal framework. The implementation of quality assurance programme and other mandatory priorities. Will be part of the management teams.

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

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

CLOSING DATE : 25 February 2022

POST 05/141 : **CASE MANAGER REF NO: CASMAN – 02/2022 (X1 POST)**
Directorate: Finance

SALARY : R450 939 – R507 531 per annum, plus benefits
CENTRE : Thelle Mogoerane Regional Hospital
REQUIREMENTS : Degree/ Diploma in Nursing with a minimum of 5 years’ experience in clinical Nursing practice post registration with SANC as a Professional nurse. Current registration with SANC. Computer literacy, good communication skills ‘organizational skills; problem solving and record management skills. Coordination and liaison skills. Knowledge of National Health Act, Medical Schemes Act, Occupational Health and Safety Act. PFMA, RAF Act., COIDA Act., Patient’s Right

		Charter, Batho Pele Principles, UPFS, ICD 10 Coding and NHI, data management policy.
<u>DUTIES</u>	:	Monitor and manage internal patients who are externally funded (i.e. ensure that ALOS is kept within the norm according to diagnosis and also to obtain reasons from Clinical HOD for extended length of stay). Ensure that ICD 10 and UPFS coding are correct, specific and relevant. Ensure efficient and effective communication of updated clinical information for externally funded clients/patients. Ensure efficient and effective interpretation and implementation of case management policies, protocols and procedures within the hospital. Coordination of the workflow processes between clinical and administration personnel. Supervision and development of staff and also auditing of externally funded billed files in order to monitor accuracy in coding. Liaison with all relevant role players in matters relating to Case Management. Authorizing of all medical aid patients. Monitoring and support on Medical Aid rejections. Provide training and support on UPFS and charge sheets. Work with monitoring and evaluation department for daily monitoring of health information system registration of patients. Part of nursing and other clinical audit committees to monitor hospital efficiency indicators. Daily monitoring of in-patients registration by doing ward rounds with operational managers, play a role in bed management of the hospital daily. Compilation of comprehensive reports for reporting i.e. weekly, monthly and quarterly reports. coordination of work with finance department and clinical and nursing department.
<u>ENQUIRIES</u>	:	Ms R Hlongwane Tel No: (011) 891 7001 or Mr M Mahlanyana Tel No: 011 891 7240
<u>APPLICATIONS</u>	:	Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1 st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
<u>NOTE</u>	:	The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillances required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; copies need not be certified when applying for a post. The communication from Human Resources. 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 Human Resources. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/ fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. 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>	:	28 February 2022
<u>POST 05/142</u>	:	<u>EMS LECTURER PARAMEDIC REF NO: LCOEC/ACADEMIC/05/2022 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 3-4: R398 034 - R468 870 per annum, (plus benefits)
<u>CENTRE</u>	:	Lebone College of Emergency Care
<u>REQUIREMENTS</u>	:	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 Emergency Care Practitioner for a minimum period of two (2) years. Current HPCSA registration. Post graduate studies and training experience will be advantageous. Excellent communication and

interpersonal skills. Verbal/ written communication skills in English. Computer literacy in MS Word, Excel and Power Point is essential. A valid code C1 driver's licence with PDP.

DUTIES : Involvement in all aspects of Education, Training and Development on the courses at the College including but not limited to facilitation, assessment, moderation, and mentorship. Participation in the shift work during practical phases of the course and EMS operational requests. Ensure that all aspects of the course are aligned to the relevant Legislation, Regulations and Policies. Participation in the formative & summative assessments processes. 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 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. Must be willing and able to participate in research at the College. Management of all College staff involved on the course and responsible for performance management of students.

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 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 : 25 February 2022 at 13h00

POST 05/143 : **PROFESSIONAL NURSE SPECIALTY STREAM REF NO: REFS/013064**
Directorate: Nursing Department: Mental Health

SALARY : R388 974 per annum
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Matric or equivalent. Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification, with a duration of at least 1 year, accredited with SANC in Advanced Psychiatric Nursing. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Registration with SANC and proof of current registration. Knowledge of nursing care processes and procedures, nursing statutes and any other relevant legal framework such as Nursing Act, Health Act, etc.

DUTIES : Provide comprehensive nursing treatment and care to patients in a specialty unit in a cost effective, effective and equitable manner. Act as shift leader in Unit (where necessary). Effective utilisation of resources. Participation in training and research. Maintenance of professional growth, ethical standards and self-development. Will be expected to work as part of the multidisciplinary team to ensure cost effective quality nursing care. Must be prepared to work in allocated area due to service demands and work shifts as per allocation; this includes night shifts, weekends and public holidays.

ENQUIRIES : Ms RC Moime Tel No: 011 488 3155

<u>APPLICATIONS</u>	:	Applications should be submitted on a (PDF Format only) to the following email-address Responsehandling.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the 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 Males and Females and White Males and females are encouraged to apply.
<u>CLOSING DATE</u>	:	25 February 2022
<u>POST 05/144</u>	:	<u>PROFESSIONAL NURSE – SPECIALTY (NEONATAL HIGH CARE) GRADE 1-2</u> <u>REF NO: FERH/NURSE-06/2022 (X1 POST)</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.
<u>DUTIES</u>	:	Provision of high quality nursing care that is holistic and patient centred. Ensuring that nursing care provided is within the scope of practise of nurses and 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 a shift leader relieving the operational manager.
<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.

<u>CLOSING DATE</u>	:	25 February 2022
<u>POST 05/145</u>	:	<u>PROFESSIONAL NURSES SPECIALITY: ORTHOPAEDIC, MATERNITY, CRITICAL CARE, CHILD NURSING, ONCOLOGY AND OPERATING THEATRE</u> <u>REF NO: SBAH 021/2022</u> Directorate: Nursing
<u>SALARY</u>	:	R388 974- R478 404 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	PN-B1 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. A post basic qualification with the duration of at least 1 year accredited with the SANC in terms of Government notice No R212 in Specialty. A minimum of 4 (Four) years appropriate \recognizable experience as Professional Nurse after registration with the SANC in General Nursing Strong leadership, good communication and sound interpersonal skills are necessary. Verified proof of experience.PN-B2 Grade 12, Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma/degree in nursing) or equivalent qualification that allows registration, with the SANC as a Professional Nurse plus a post-basic nursing qualification, with duration of at least one year accredited with the SANC in terms of Government Notice No R 212 in the relevant Specialty. A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post-basic qualification in the relevant Specialty. Service certificates compulsory. South African Nursing Council annual practicing certificate.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional \legal framework. Effective utilization of human, material and service resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional growth \ethical standards and development of self and subordinates.
<u>ENQUIRIES</u>	:	Ms. AM Mowayo Tel No: 012 354 1300
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	25 February 2022
<u>POST 05/146</u>	:	<u>PROFESSIONAL NURSES SPECIALTY REF NO: CHBAH: 539 (X2 POSTS)</u> Directorate: OPD and Hast
<u>SALARY</u>	:	R388 974 per annum
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	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 4 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse with 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 qualification in clinical Nursing Science, Health assessment, treatment and care (PHC) at least one year, accredited with the SANC. Certificate in Nurse Initiated and Management of ART (NIMART), and knowledge of hast programmes will be an added advantage.
<u>DUTIES</u>	:	Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a

constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.

**ENQUIRIES
APPLICATIONS**

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

NOTE

: Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

: 01 March 2022

POST 05/147

: **CLINICAL NURSE PRACTITIONER (PHC) GRADE 1 – GRADE 2 REF NO:
EHD2022/02/07**
Directorate: Primary Health Care

SALARY

: Grade 1: R388 974 – R450 939 per annum, (plus benefits)
Grade 2: R478 404 – R588 390 per annum, (plus benefits)

**CENTRE
REQUIREMENTS**

: Ekurhuleni Health District (ESDR)
: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Clinical Nursing Science, Health Assessment, Treatment and Care). A minimum of 4 years appropriate /recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Registration certificate with SANC as a Professional Nurse and proof of current practicing certificate. Driver's license is essential. Computer literacy is recommended.

DUTIES

: Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal framework. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters

		concerning patient care. Promote quality of nursing care as directed by the core standards.
<u>ENQUIRIES</u>	:	Ms J.F Joubert Tel No: (011) 737 - 9746
<u>APPLICATIONS</u>	:	Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005, Germiston, 1400.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	25 February 2022
<u>POST 05/148</u>	:	<u>PROFESSIONAL NURSE GRADE 1 – GRADE 2 (OPHTHALMIC NURSING SCIENCE) REF NO: EHD2022/02/08</u> Directorate: Primary Health Care Re-Advertisement, applicants who applied previously are encouraged to re-apply
<u>SALARY</u>	:	Grade 1: R388 974 – R450 939 per annum, (plus benefits) Grade 2: R478 404 – R588 390 per annum, (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District (Jabulane Dumane CHC)
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Ophthalmic Nursing Science). Post graduate diploma in Clinical Nursing Science, Health Assessment, Treatment and Care will be an added advantage. A minimum of 4 years appropriate /recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Registration certificate with SANC as a Professional Nurse and proof of current practicing certificate. Driver's license is essential. Computer literacy is recommended.
<u>DUTIES</u>	:	Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal framework. Effective utilization of human, material and service resources. Routine eye screening of patients in various facilities in the Southern Sub-District. Performing fundoscopy for all diabetes mellitus and hypertensive patients in the facility and surrounding clinics. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards.
<u>ENQUIRIES</u>	:	Mr S.S Matsaba Tel No: (010) 345 - 1091
<u>APPLICATIONS</u>	:	Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need

not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

- CLOSING DATE** : 25 February 2022
- POST 05/149** : **ASSISTANT DIRECTOR: SECURITY REF NO: EHD2022/02/09**
Directorate: Facility Management Unit
- SALARY** : Grade 1: R382 245 - R450 255 per annum, (plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Grade 12 certificate with minimum of five years in security management, or three years security related management experience with relevant tertiary qualification. Registration with Private Security Industry Authority in accordance with PSIRA Act 56 of 2001 will serve as an added advantage. Must be cleared from any criminal offence, good interpersonal skills, security assessment skills. Computer literacy is essential. The valid code EB driver's license is essential. The candidate should be willing to work irregular hours.
- DUTIES** : Conduct security assessment and report security breaches to South African Police Services and Gauteng Department of Health. Manage and monitor compliance by security companies employed by the Gauteng Department of Health, Ekurhuleni Health District (Clinics, CHC's and Community Development Centres etc.). Develop security report and share with relevant stakeholders. Conduct site inspections and generate report. Coordinate and manage security meetings. Manage security contracts within Ekurhuleni Health District.
- ENQUIRIES** : Dr N. Zwane Tel No: (011) 876 1754
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston, 1400.
- FOR ATTENTION** : Human Resource Manager
NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to Administration.
- CLOSING DATE** : 25 February 2022
- POST 05/150** : **ASSISTANT DIRECTOR REF NO: CHBAH 540 (X1 POST)**
Directorate: patient affairs
- SALARY** : R382 245 per annum (Level 09), (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Grade 12 with three years National Diploma/Degree in Public Management / Administration or relevant three years Management qualification. Five to Ten (10/5) years Patient Affairs experience of which Five (5) years should be of supervisory

at level 7. Valid driver's licence will be added as an advantage. Computer Literacy (MS Office). Ability to handle conflict. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Sound verbal and written communication skills. Good customer skills. Be prepared to report to work on weekends and afterhours as need arises. Knowledge and application of the hospital core standards. Experience in hospital Patient Affairs will be added as an advantage. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES

: Management of Patient Affairs units servicing outpatient clinics. Ensure coverage to all clinics with clerical staff. Management of Downtime in the unit and compliance as per department guidelines. Strengthen processes by ensuring accurate capturing of patient during registration and admission. Improve revenue collection on classifications of patients. Training the staff continuously on patient administration. Management of the staff in mortuary and ensure full coverage of the shifts. Management of collection of the corpses from the wards and service points within an hour. Compiling of daily, weekly and monthly statistics from clinics and mortuary as required. Ensure that the paupers in the hospital are buried with the complying department process. Records management of the patients' files and application of innovative disposal, safekeeping of the records. Adherence to PAIA requests on mortuary records requests and other legal records requests. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Conduct meeting with the staff. Apply disciplinary measures as and when required. Maintain professional growth/ethical standards and self-development.

ENQUIRIES

: Mr. M.A. Ledwaba Tel No: (011) 933 9278

APPLICATIONS

: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE

: Applications must be submitted on the New Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

: 01 March 2022

POST 05/151 : **ASSISTANT DIRECTOR REF NO: CHBAH 541 (X1 POST)**
 Directorate: Patient Affairs

SALARY : R382 245 per annum, (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Grade 12 with three years National Diploma/Degree in Public Management / Administration or relevant three years Management qualification. Five to ten years Patient Affairs experience of which five years should be of supervisory at level 7. Computer Literacy (MS Office). Ability to handle conflict. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Sound verbal and written communication skills. Good customer skills. Be prepared to report to work on weekends and after hours as need arises. Knowledge and application of the hospital core standards. A Valid driver's licence and experience in hospital Patient Affairs will be added as an advantage. Applicant should be prepared to undergo medical surveillance as an inherent job.

DUTIES : Management of Patient Affairs units: Accident & Emergency on 24 hours coverage, X-Ray Unit, St John Eye Unit, Medico–Legal Unit (MVA Office). Management of Downtime in the unit and compliance as per department guidelines. Strengthen processes by ensuring accurate capturing of patient during registration and admission. Improve revenue collection on classifications of patients. Training the staff continuously on patient administration. Management of Linen Depots in ensuring smooth linen supply to the wards. Conduct annual linen stock count for needs analysis. Safeguarding of patients belonging in Kit room with protocols. Compiling of daily, weekly and monthly statistics from units as required. Records management of the patients' files and application of innovative disposal of records in PNS (Central Storage) Unit and overall safekeeping of the records. Adherence to PAIA requests within 30 days on RAF requests, medical reports completion and other legal records requests. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Conduct meetings with the staff. Apply disciplinary measures as and when required.

ENQUIRIES : Mr. M.A. Ledwaba Tel No: (011) 933 9278
APPLICATIONS : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE : Applications must be submitted on the new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was

advertised during any stage of the recruitment process. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

- CLOSING DATE** : 01 March 2022
- POST 05/152** : **OCCUPATIONAL THERAPIST GRADE 1 REF NO: SBAH 022/2022**
Directorate: Occupational Therapy
- SALARY** : R322 746 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Relevant Degree in Occupational Therapy. Current registration with the HPCSA as an independent Occupational therapist. Candidate should have sound knowledge of general Occupational Therapy principles including rehabilitation, assessment and analysis in all fields of Occupational Therapy. Good Verbal and written communication skills. Ability to work in a multidisciplinary team. Ability to under pressure in an acute and changing environment. Must be driven, customer focused individual with excellent planning, organizing, good inter-personal relations and presentation skills.
- DUTIES** : Render and manage Occupational therapy services that comply with standards and norms. Implement individual and group programmes in keeping with a recovery model. Adhere to provincial, hospital and departmental policies, procedures and regulations. Participate in Quality Assurance Audits. Manage allocated human resources. Participate in continuous professional development and facilitate those of subordinates according to HPCSA and government regulations in allocated area of work. Provide training to allocated occupational therapy students and medical students as required and contribute to research activities. Exercise care with all consumables and equipment.
- ENQUIRIES** : Mr. T Ncwane Tel No: (012) 354 1665
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** : 25 February 2022
- POST 05/153** : **OCCUPATIONAL THERAPIST GRADE 1 – GRADE 3 REF NO: EHD2022/02/10**
Directorate: Mental Health Services
- SALARY** : Grade 1: R322 746 - R367 299 per annum, (plus benefits)
Grade 2: R378 402 – R432 684 per annum, (plus benefits)
Grade 3: R445 752 – R540 954 per annum, (plus benefits)
- CENTRE** : Ekurhuleni Health District
REQUIREMENTS : Appropriate qualification (degree) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as an Occupational Therapist. **Grade 1:** No experience required after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. A valid driver's license is essential. Experience in Mental Health Services will be an added advantage. Experience in setting up treatment programmes. Knowledge of mental health legislations and related legal and ethical practices. Knowledge of PMFA and public service act and regulations. Good communication, interpersonal, IT, human resource and financial management skills. Ability to work independently and in a multi-disciplinary context. Analytic thinking, independent decision making and problem-solving skills.

- DUTIES** : Assessment and treatment of community mental health patients. Contribute to the development and implementation of OT programmes in the community .Follow the policy within the Occupational Therapy field. Administrative duties. Develop objectives and action plans for own area of work. Co-ordination of services in the district.
- ENQUIRIES** : Ms B. Moleofane Tel No: (011) 876 - 1717
- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005, Germiston, 1400.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 25 February 2022
- POST 05/154** : **AUDIOLOGIST/ SPEECH THERAPIST AND AUDIOLOGIST GRADE 1 – GRADE 3 REF NO: EHD2022/02/11**
Directorate: Therapeutic Services
- SALARY** : Grade 1: R322 746 - R367 299 per annum, (plus benefits)
Grade 2: R378 402 – R432 684 per annum, (plus benefits)
Grade 3: R445 752 – R540 954 per annum, (plus benefits)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Appropriate qualification (degree) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as an Audiologist/ Speech Therapist and Audiologist. **Grade 1:** No experience required after registration with the HPCSA as an Audiologist/ Speech Therapist and Audiologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as an Audiologist/ Speech Therapist and Audiologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as an Audiologist/ Speech Therapist and Audiologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Knowledge in community-based Rehabilitation (CBR) and Primary Health care services. Valid registration with HPCSA. Ability to be able to work within a multidisciplinary team approach. Problem solving skills. Report writing skills. Driver's license will be an advantage.
- DUTIES** : Suitable candidate will be expected to render effective patient centered Audiology/ Speech Therapist and Audiology Services in a clinic and community setting in adherence to the scope of practice and health protocols. Provide community base services with focus on health promotion, prevention, curative and community intervention. Compilation of daily and monthly reports using the available departmental tool. Relieve as and when the need arises, and to work closely with multidisciplinary team members. Carry out delegated duties by supervisor or manager. Participating in student training and supervision. Implement and maintain quality assurance, National core standards, Ideal clinic and norms at facility level. Adhere to provincial, district and clinic policies, procedures, guidelines and

regulations. Assist with budget control and asset management. Contribute and participate in continuous professional development activities, colleagues and the multidisciplinary team members. Participate in research projects of the district. Communicate effectively with effectively with all stakeholders with all consumables and equipment.

**ENQUIRIES
APPLICATIONS**

: Ms A Tshivhase Tel No: (011) 876- 1776
: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston, 1400 or Private Bag X1005 Germiston, 1400.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 25 February 2022

POST 05/155

: **OCCUPATIONAL THERAPIST PRODUCTION LEVEL GRADE 1 REF NO:
REFS/013163 (X1 POST)**

Directorate: Occupational Therapy

**SALARY
CENTRE
REQUIREMENTS**

: R322 746 per annum, (plus benefits)
: Chris Hani Baragwanath Academic Hospital
: Degree in Occupational Therapy. Completion of community service year in Occupational Therapy. Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist with independent practitioner status, plus proof of current registration for the period 2021/2022. Computer literacy (Ms Word, Ms Excel). Knowledge of the public service legislations, policies, and procedures. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Analytical thinking, independent decision-making and problem-solving skills.

DUTIES

: Assess and treat all adult patients with psychiatric disorders, within allocated clinical load. Assist with other clinical loads as needed. Work experience or further training in the adult psychiatric field would be advantageous. Partake in allocated administrative duties. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Participate in quality assurance methods. Communicate effectively with all stakeholders. Follow the correct channels of communication. Oversee allocated officials. Participate in CPD activities. Supervise OT students. Exercise care with all consumables and equipment.

**ENQUIRIES
APPLICATIONS**

: Ms L Soulsby Tel No: (011) 933 8187
: Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including

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

CLOSING DATE

: 01 March 2022

POST 05/156

: **INTERNAL CONTROL OFFICER REF NO: ICO/CCRC/01/02/2022**
 Directorate: Admin and Support

SALARY CENTRE

: R261 312 per annum, (including benefits)
 : Cullinan Care & Rehabilitation Centre

REQUIREMENTS

: Grade 12 and Risk management qualification, at least 3 years Knowledge of and experience of Risk register and internal audit. Security management will be an added advantage. Ability and skill to Communicate (verbal and written).

DUTIES

: Draft Risk Management Implementation plans/Fraud Prevention Plan for approval by the Executive. Plan and conduct strategic and operational risk assessments. Development of Risk Registers and monitor regular updating thereof. Assist in the development and rolling out of risk management / Fraud and Corruption awareness programme throughout the institution. Ensure establishment of an effective institutional Risk Management Committee. Offer outmost support to inter-linked departments such as Quality Assurance, OHS and Clinical areas. Implementation of physical security measures to safeguard government property: Implementation of the: Departmental security directive: access control. Services. Manage and maintain all installed electronic security systems. Implementation of identification card/ biometric system to identify all employees and visitors. Ensure compliance with Private Security Industry Regulatory Act for in-house security personnel. Monitor compliance with Private Security Industry Regulatory Act for contracted security services. Develop, implement and monitor implementation of contingency plan. Participate in the emergency /OHS committee meetings of the Department. Liaison with local emergency services Ensure availability of all related emergency equipment. Conduct security awareness campaigns on physical security and contingency planning. Identify threats and risks related to physical security. Manage the CCTV.

ENQUIRIES APPLICATIONS

: C Ramolumisi Tel No: 012 7347047
 : Applications should be hand delivered to the following address: Cullinan Care Private Bag x 1005, Cullinan, 1000.

NOTE : The applications must be submitted on new Z83 with CV. copy of ID and qualifications to be attached. Applicants are encouraged to record their names when applying on the register allocated if it is hand delivery. NB: People with disability are encouraged to apply.

CLOSING DATE : 25 February 2022 at 12 o'clock

POST 05/157 : **ADMINISTRATIVE OFFICER REF NO: EHD2022/02/12**
Directorate: Primary Health Care

SALARY : R261 372 - R307 890 per annum, (plus benefits)
CENTRE : Ekurhuleni Health District (Esangweni CHC)
REQUIREMENTS : Grade 12 Certificate or equivalent qualification with minimum of 5 years' experience in patients' administration or National diploma/degree in administration with 3 years' experience in patients' administration. Must have knowledge in records management, have good communication skills and computer skills certificate will be an added advantage. Driver's license is essential.

DUTIES : Perform administrative duties, relating to client's records. Planning and organizing operations of the junior administration clerks and data capturers. Management of waiting time. Compliance to ideal clinic and national core standard. Provide secretarial services in the facility. Implement and monitor booking system, retrieval of files, file flow and HPRS system. Order and monitor stock ensuring availability of stationery and other consumables in the facility. Write memos, letters and any other documents as requested by the Supervisor. Manage and support patients and staff services in the facility. Perform all other duties as delegated by the Supervisor/Manager.

ENQUIRIES : Ms T.T Zamisa Tel No: (011) 565-5160
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005, Germiston, 1400.

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

CLOSING DATE : 25 February 2022

POST 05/158 : **STAFF NURSE GRADE 1 REF NO: EHD2022/02/13**
Directorate: Primary Health Care

SALARY : Grade 1: R173 952 – R195 771 per annum, (plus benefits)
CENTRE : Ekurhuleni Health District (ESDR)
REQUIREMENTS : Grade 12 Certificate. Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as Staff Nurse (Enrolled Nurse). Knowledge M-HEALTH and WBPHCOT services will be an added advantage. Basic knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients' Rights Charter. Must be prepared to work shifts including night duty, weekends and public holidays. **Grade 1:** Less than ten

		(10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANCA. Valid Driver's License essential.
<u>DUTIES</u>	:	Measure, interpret and record vital signs. Give Health education to clients. Monitor and supervise community health workers. Prepare of patients for diagnostic and surgical procedures. Sustain Nutritional status of patients. Be able to engage with the community and other stake holders. Provide elementary nursing services under the supervision of professional nurse within the scope of practice as defined by the South African Nursing Council and the Charter of Nursing Practice. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager.
<u>ENQUIRIES</u>	:	Ms R. Sapie Tel No: (011) 876 – 1815
<u>APPLICATIONS</u>	:	Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005, Germiston, 1400.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	25 February 2022
<u>POST 05/159</u>	:	<u>CLIENT INFORMATION CLERK REF NO: REFS/013170</u> Directorate: ICT Switchboard
<u>SALARY</u>	:	R176 310 per annum, (plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent or a Grade 12 or equivalent and Computer certificate. Knowledge of a limited range of work procedures and elementary clerical duties such as; Information Communication Technology procedures relating to call centre working environment including norms and standards. Skills: Planning and or organising, reporting procedures, Customer care skills, Telephone skills, Ability to handle difficult customers, be able to work under pressure, and how to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Mathematical skills, Organising. Ability to perform routine task. Be prepared to rotate and work shifts, weekends and public holidays. Ability to operate computer (Microsoft Package) and Typing skills. Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. The following will be an added advantage: National Higher Certificate / Call Centre qualification at NQF 5 as recognised by SAQA in ICT. Experience as a switchboard operator or call centre agent will be added advantage. Knowledge of Batho Pele and Six Ministerial priorities.
<u>DUTIES</u>	:	Answer and transfer incoming calls in a timely manner using an updated telephone list. Monitor calls and give feedback to clients. Maintain a well up to date extension numbers, records of doctors and nurses call list. Continuously update the telephone directory. Ensure that emergency and high priority calls are attended to timely and directed to relevant business units by use of SMS, paging and emails. Assist in troubleshooting Telephones and PABX issues. Provide relevant information to clients using reference files, assist with general administration and provide disaster management service. Comply with the Performance Management and Development System.

ENQUIRIES APPLICATIONS : Mr. M. Thwala Tel No: 011 488 3300
 : Applications should be submitted on a (PDF Format only) to the following email-address Supportthr.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.

NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender, and disability. Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with a C.V, applications must include three (3) contactable references, Copies of I.D, Qualifications to be attached. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

CLOSING DATE : 25 February 2022

POST 05/160 : **CLIENT INFORMATION CLERK REF NO: REFS/013170**
 Directorate: ICT Switchboard

SALARY CENTRE REQUIREMENTS : R176 310 per annum, (plus benefits)
 : Charlotte Maxeke Johannesburg Academic Hospital
 : Grade 10 or equivalent or a Grade 12 or equivalent and Computer certificate. Knowledge of a limited range of work procedures and elementary clerical duties such as; Information Communication Technology procedures relating to call centre working environment including norms and standards. Skills: Planning and or organising, reporting procedures, Customer care skills, Telephone skills, Ability to handle difficult customers, be able to work under pressure, and how to do basic research/ gather information. Procurement directives and procedures. Knowledge of statistics. Mathematical skills, Organising. Ability to perform routine task. Be prepared to rotate and work shifts, weekends and public holidays. Ability to operate computer (Microsoft Package) and Typing skills. Basic interpersonal relationship. Problem solving. Maintaining discipline. Formulation and editing. The following will be an added advantage: National Higher Certificate / Call Centre qualification at NQF 5 as recognised by SAQA in ICT. Experience as a switchboard operator or call centre agent will be added advantage. Knowledge of Batho Pele and Six Ministerial priorities.

DUTIES : Answer and transfer incoming calls in a timely manner using an updated telephone list. Monitor calls and give feedback to clients. Maintain a well up to date extension numbers, records of doctors and nurses call list. Continuously update the telephone directory. Ensure that emergency and high priority calls are attended to timely and directed to relevant business units by use of SMS, paging and emails. Assist in troubleshooting Telephones and PABX issues. Provide relevant information to clients using reference files, assist with general administration and provide disaster management service. Comply with the Performance Management and Development System.

ENQUIRIES APPLICATIONS : Mr. M. Thwala Tel No: 011 488 3300
 : Applications should be submitted on a (PDF Format only) to the following email-address Supportthr.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.

NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender, and disability. Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with a C.V, applications must include three (3) contactable references, Copies of I.D, Qualifications to be attached. Therefore, only the shortlisted candidates for the post will be required to

submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

- CLOSING DATE** : 25 February 2022
- POST 05/161** : **NURSING ASSISTANT GRADE 1 REF NO: EHD2022/02/14**
Directorate: PHC
- SALARY** : R134 514 – R151 401 per annum
CENTRE : Ekurhuleni Health District (Nokuthela Ngwenya CHC)
REQUIREMENTS : Grade 12 Certificate. Qualifications that allow registration with SANC as Enrolled Nursing assistant. Current registration with SANC. Knowledge of nursing care processes, procedures, and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles, Patients' Rights Charter, Infection Prevention and Control and waste management guidelines. Must be prepared to work shifts including night duty, weekends, and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as an Enrolled Nursing Assistant with the SANC.
- DUTIES** : Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self – development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager within scope of practice.
- ENQUIRIES** : Ms N.C Skosana Tel No: (011) 737 – 9768
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005, Germiston, 1400.
- FOR ATTENTION** : Human Resource Manager
NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 25 February 2022
- POST 05/162** : **ENROLLED NURSE REF NO: NO: CCRC/EN/2021/12/02 (X1 POST)**
Directorate: Admin and Support
Directorate: Nursing
- SALARY** : R134 514 per annum, (including benefits)

<u>CENTRE</u>	:	Cullinan Care & Rehabilitation Centre
<u>REQUIREMENTS</u>	:	Professional qualification that allows registration with the SANC as enrolled Nurse. Experience None. Competencies (knowledge/skills): Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act. Patient Rights Charter, Batho-pele principles, National Core Standards, Public Service Regulations, Labour Relations Act. Disciplinary Code and Procedure, Grievance Procedure, etc. Basic communication skills. Basic writing skills. Ability to function as part of a team. Basic interpersonal skills. Elementary facilitation skills.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans. Provide basic nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Mr. T. L. Moloi Tel No: (012) 734-7215
<u>APPLICATIONS</u>	:	Should be hand delivered to Cullinan Care and Rehabilitation Centre: Human Resource Department; Zonderwater Road; Cullinan or posted to Cullinan Care and Rehabilitation Centre; Human Resource; Private Bag X 1005, Cullinan; 1000. Applications should be delivered by 12h00 pm (Noon) on the closing date including posted mails. No e-mailed applications will be accepted.
<u>NOTE</u>	:	Applicants are encouraged to record their names when applying on the register allocated if it is hand delivery. Internal Applicants must fill in application on a New Version Z83 form, obtainable from any Public Service Department or on 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.). Applicants must indicate the post reference number on their applications. N.B. Qualifications of candidates recommended for appointment will be verified. Applications received after closing date and time will not be considered. Disabled, Whites and Coloured people are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	:	25 February 2022 at 12h00
<u>POST 05/163</u>	:	<u>CLEANER REF NO: JUB 08/2022 (X3 POSTS)</u> Directorate: Admin and Logistics Management
<u>SALARY</u>	:	R104 073 per annum
<u>CENTRE</u>	:	Jubilee District Hospital
<u>REQUIREMENTS</u>	:	Grade 10 / Std 08. 1 year experience will serve as added advantage. Good communication skills. Ability to use cleaning machine and materials. Possess physical strength. Be prepared to work shifts including weekends and holidays. Be prepared to rotate to different areas that require cleaning.
<u>DUTIES</u>	:	Clean wards, showers, offices, toilets, passages, etc. Dust, wash walls, and windows, scrubbing and polish floor. Prepare board rooms, operate heavy duty/industrial cleaning machines. Keep equipment's clean. Remove medical and general waste. Safe keeping and control of cleaning equipment's and materials. Adhere to occupational health and safety and infection and prevention control policies. Perform any other duties delegated by the supervisor.
<u>ENQUIRIES</u>	:	Mr. Kgomo D.N Tel No: (012) 717 9300 (Ext 9347)
<u>APPLICATIONS</u>	:	Application documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Temba, Jubilee District Hospital.
<u>NOTE</u>	:	Applications must be submitted on new Z83 form (obtainable from any Public Service department) and must be completed in full, and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83 A recent, comprehensive CV, specifying all qualifications and experience, with respective dates, uncertified copies of qualifications and ID must be attached (Only shortlisted candidates will be required to certify such copies). General information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

CLOSING DATE : 25 February 2022, Time: 16:00

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

CLOSING DATE : 04 March 2022

NOTE : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

MANAGEMENT ECHELON

POST 05/164 : **DIRECTOR: SERVICE DELIVERY REF NO: REFS/013154**

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

CENTRE : Westrand Region

REQUIREMENTS : Grade 12 plus NQF Level 7/Degree in Public Administration. A minimum of 5 years relevant experience at a middle/senior management level in a Housing delivery environment; Housing Subsidy Administration and Customer Relations Management. The successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on www.thensg.gov.za. Possession of a valid driver's licence. Competencies: Sound Management and leadership skills; Strategic Management skills; Customer Relations Management Skills; Conflict Management Skills and Cooperative Governance.

DUTIES : Managing and overseeing the administration of housing Subsidy, Allocation and Beneficiary Administration daily; manage and oversees the approval process of Housing Subsidy, Allocation and Beneficiary Administration; manage and oversees the overriding process on the HSS on a regular basis and manage the processing of rejections of housing Subsidy Applications, Ensure strategic direction, leadership and management in the Service delivery Unit. Ensure cooperative governance in the business Unit. Manage the Performance Management System for reporting staff.

ENQUIRIES : Ms N Kunene Tel No: 072 315 9992

APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 05/165 : **DIRECTOR: SERVICE DELIVERY REF NO: REFS/013155**

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

CENTRE : Ekurhuleni Region

REQUIREMENTS : Grade 12 plus NQF Level 7/Degree in Public Administration. A minimum of 5 years relevant experience at a middle/senior management level in a Housing delivery environment; Housing Subsidy Administration and Customer Relations Management. The successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on www.thensg.gov.za. Possession of a valid driver's licence. Competencies: Sound Management and leadership skills; Strategic

- Management skills; Customer Relations Management Skills; Conflict Management Skills and Cooperative Governance.
- DUTIES** : Managing and overseeing the administration of housing Subsidy, Allocation and Beneficiary Administration daily; manage and oversees the approval process of Housing Subsidy, Allocation and Beneficiary Administration; manage and oversees the overriding process on the HSS on a regular basis and manage the processing of rejections of housing Subsidy Applications, Ensure strategic direction, leadership and management in the Service delivery Unit. Ensure cooperative governance in the business Unit. Manage the Performance Management System for reporting staff.
- ENQUIRIES** : Ms N Kunene Tel No: 072 315 9992
- APPLICATIONS** : Please apply online at <http://professionaljobcentre.gpg.gov.za>

OTHER POSTS

- POST 05/166** : **CHIEF TOWN AND REGIONAL PLANNER (GRADE A) REF NO: REFS/013174**
- SALARY** : R912 048 - R1 042 830 per annum, (Salary will be in line with the OSD Framework)
- CENTRE** : Johannesburg
- REQUIREMENTS** :
 Matric plus B Degree in Urban/Town and Regional Planning or relevant qualification, 6 years post qualification professional experience required, possession of a valid drivers license, Compulsory registration with SACPLAN. Skills/ Competencies: Strategic management and direction, Problem solving and analysis, Decision making, team leadership, creativity, self-management, financial Management, customer focus and responsiveness, communication and listening skills, computer skills, delegation, and development of others, planning and organising and execution, ability to manage conflict, language proficiency, knowledge management, negotiation skills, change management. Technical Competencies: Programme and project management, T&R legal and Operational compliance, T&R systems and principles, T&R planning and processes and procedures, research and development, computer aided applications, creating a high-performance culture, technical consulting, professional judgement, accountability.
- DUTIES** : Estimate the future needs of the housing, business and industrial sites, community facilities and open spaces in order to meet the needs of expansion and renewal. Lead and direct projections for future needs in traffic and transportation to inform appropriate town and regional planning. Provide technical assistance to professional teams on all aspects regarding town and regional projects. Ensure adherence to legal issues and requirements involving community development and change housing and building codes. Monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Manage the compilation and adoption of technical and planning standards, norms and guidelines. Formulate and interpret planning legislation, guidelines, policies and regulations. Manage site clearance standards as agreed with Project Managers. Planning and design of sustainable human settlement. Compilation of spatial development framework (SDF) (as part of the IDP processes). Compile guidelines and evaluate land use management schemes (LUMS). Ensure that availability and management of funds to meet the MTEF objectives within the architectural environment. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposal to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Allocate, monitor and control resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of architectural related matters to minimize possible architectural risks. Manage and implement knowledge sharing initiatives. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to

organizational needs and requirements. Manage subordinate's key performance areas.

ENQUIRIES : Ms N Kunene Tel No: 072 315 9992
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 05/167 : **DEPUTY DIRECTOR: SERVICE DELIVERY REF NO: REFS/013171**

SALARY : R744 255 per annum, (all-inclusive package)
CENTRE : Johannesburg Region
REQUIREMENTS : Matric plus B Admin degree/NQF Level 6 qualification in Public Administration or equivalent. Minimum of 4-5 years' experience in the Housing delivery environment and Customer Relations Management.

DUTIES : To facilitate and coordinate the implementation of Demand Database/Needs Register and Customer Registration, Subsidy and Beneficiary Administration, Queries and Complaints Resolutions related to Housing, as well as giving support to projects implementation and other business Units pertaining to all Housing Programmes in the Department. Ensure effective and efficient Customer Service delivery, Community outreach Programmes, as well as Stakeholder liaison and participation within the Region. Adhere to Batho Pele principles. Report writing.

ENQUIRIES : Ms A Mogaswa Tel No: 072 313 8052
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 05/168 : **DEPUTY DIRECTOR: SERVICE DELIVERY REF NO: REFS/013172**

SALARY : R744 255 per annum, (all-inclusive package)
CENTRE : Sedibeng Region
REQUIREMENTS : Matric plus B Admin degree/NQF Level 6 qualification in Public Administration or equivalent. Minimum of 4-5 years' experience in the Housing delivery environment and Customer Relations Management.

DUTIES : To facilitate and coordinate the implementation of Demand Database/Needs Register and Customer Registration, Subsidy and Beneficiary Administration, Queries and Complaints Resolutions related to Housing, as well as giving support to projects implementation and other business Units pertaining to all Housing Programmes in the Department. Ensure effective and efficient Customer Service delivery, Community outreach Programmes, as well as Stakeholder liaison and participation within the Region. Adhere to Batho Pele principles. Report writing.

ENQUIRIES : Ms M Tshabalala Tel No: 063 691 4046
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 05/169 : **DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: REFS/013175**

SALARY : R744 255 per annum, (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a National Diploma (NQF Level 6) in Public Administration/Business Management or equivalent qualification, coupled with 4 - 5 years' experience in office administration in the public – sector environment. An NQF Level 7 degree in Public Administration/Business Management will be an added advantage. Competencies: Knowledge of Government and Prescripts; Ability to work under pressure; production of quality minutes/reports; proven administrative, communication, technological, planning and organizational skills; Business letter writing, reports and presentation skills; good track record in managing/supervising of staff and problem-solving skill; record keeping principles/ procedure; ability to take decision and work independently; confidentiality; Driver's License will also serve as an advantage.

DUTIES : To provide secretarial services including acting as advisor to the HOD and relevant committee chairpersons in respect of and at any point in the conduct of committee administration. Compile the agenda of meetings chaired by both the Head of Department & MEC. Record minutes/decisions & communicate/disseminate to relevant role-players, follow-up on progress made, prepare briefing notes as well as other documentation. Provide executive implementation and administrative support to the office of the HOD and the department. Ensuring compliance with regard to committee meeting documentation and procedure, all legal requirements

and changes in legislation and government protocol. Planning of executive meetings like the Senior Management Team, Executive Management Team, weekly programme management meetings, amongst others, as per the directive from the HOD. Attend to all committee meetings and provide advice on cooperate government issues. Ensure follow-ups on the implementation of decisions taken at SMT & EMT meetings and update action list. To ensure that the necessary information architecture is designed and applied to manage information in the secretarial function and ensure the highest level of information integrity. Ensure compliance with regard to committee documentation and procedure such as using Board Works and Microsoft Teams. Attend to ad hoc committees and provide advice on corporate governance issues. Strategic management including assisting in the translating policy into operational standards and procedures. To maintain an effective information reporting process amongst the Department Committee. To manage the relations between the Departments, Provincial and National Spheres of Government i.e., MINMEC, Premier and Co-ordinating Forums, Technical MMC/MEC meetings. Facilitate sound relations between the department and relevant stakeholders (i.e., Legislature, Agencies, SCOPA, Housing Portfolio committees and etc). To prepare documentation and reports for submission to all intergovernmental structures and committees. Monitor the implementation of resolutions emanating from Intergovernmental meetings. Provide reports on the implementation of the National and Provincial key performance indicators as outlined in the provincial growth and development strategy. Coordinate analysis and consolidate all reports from different branches in the Department. Management of general support services. Supervision of staff and coordination of performance agreements/assessments. Ensure the safekeeping of all documentation in the office. Management of the sub-business unit.

**ENQUIRIES
APPLICATIONS**

: Ms. Khosi Kunene Tel No: 072 315 992
: Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 05/170

: **DEPUTY DIRECTOR: TENDERING AND SOURCING REF NO: REFS/013176**
(12 Months Contract)

**SALARY
CENTRE
REQUIREMENTS**

: R744 255 per annum
: Johannesburg
: Matric plus 3-year relevant tertiary qualification in Supply Chain Management/ Purchasing/ Logistics/ Finance and Three (3) years Management experience. Four (4) years functional experience in Finance Management within the public service environment. The incumbent must have in-depth understanding of Supply Chain Management processes. Candidate should portray the following competencies: good communication skills, people management, policy analysis and development, risk and compliance management, stakeholder management and communication, good interpersonal relations and should be prepared to work under pressure. Knowledge and understanding of leadership, delegation and empowerment, report writing. In depth knowledge of Supply Chain Framework, Preferential Procurement Policy Framework, Departmental policies and procedures, General management, Strategic management and PFMA. Skills: Leadership, Negotiating, Facilitation, computer software packages is essential: MS Package (i.e. Advanced literacy in Word, Excel, and PowerPoint), Microsoft Outlook, Presentation, Innovative, Analytical, Verbal and written communication.

DUTIES

: Ensure that all approved tenders are advertised in line with the relevant compliance requirements. Coordinate the compilation of the terms of references in line with the PPPFA requirements. Compilation of the tender documents. Administer the briefing sessions and closing of tenders. Coordinate the process for the evaluation of tenders. Provide SCM advise where required. Prepare bid evaluation reports for Bid Adjudication Committee. Serve as the secretariat to the Bid Adjudication Committee. Compile the annual Procurement Plan. Prepare monthly management reports on tenders. Liaise with probity auditors throughout the entire tendering process. Keep records and reports of all the tenders. Ensure compliance to regulations on matters related to tenders. Attend to preliminary probity audit reviews during specifications, evaluations and adjudication stages. Publication of tender awards. Sourcing for contractors and professional resource teams.

Managing the Request for Proposals (RFPs) from the panel of service providers. Coordinating of Bid Committee meetings. Preparation of reports for management.

ENQUIRIES : Ms. Miyelani Tshabalala Tel No: 063 691 4046
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 05/171 : **ASSISTANT DIRECTOR: TENDERING AND SOURCING REF NO: REFS/013177 (X2 POSTS)**

SALARY : R382 245 per annum
CENTRE : Johannesburg
REQUIREMENTS : Matric plus 3-year relevant tertiary qualification in Supply Chain Management/ Purchasing/ Logistics/ Finance. Three (3) years of relevant experience in Tender Management coupled with at least 2 years at Supervisory level. The incumbent must have in-depth understanding of Supply Chain Management processes. Candidate should portray the following competencies: good communication skills, people management, policy analysis and development, risk and compliance management, stakeholder management and communication, good interpersonal relations and should be prepared to work under pressure. Knowledge and understanding delegation and empowerment, report writing. Candidates must have the knowledge of the following: Public Service Regulation, PFMA, Treasury Regulation, and Treasury Prescripts related to supply chain i.e. Circulars, Practice Notes and computer software packages is essential: MS Package (i.e. Advanced literacy in Word, Excel, and PowerPoint), Microsoft Outlook.

DUTIES : Support the process of drafting of the terms of references. Packaging and verification of the tender documents to ensure that all the necessary documents are included in the tender document. Preparation of the actual tender advertisements. Placing of adverts in the appropriate platforms (e.g e-tender portal, government bulletin, newspapers, etc). Keeping records of the briefing minutes and register for all tenders. Managing the process of recording of all bids received. Execution of the compliance of bids received. Play the role of the secretariat for various bid committees. Administering of closing of request for Proposals (RFPs). Execution of the evaluation of RFPs. Preparation of the RFP reports to Bid Adjudication Committees and other delegated authority. Provide administrative support to all bid committees. Safekeeping of information and documents for audit purposes. Issuing of correspondences to various bidders (e.g bidding notes) during the tendering process. Updating of the procurement plan with awards made.

ENQUIRIES : Ms. Miyelani Tshabalala Tel No: 063 691 4046
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 05/172 : **ASSISTANT DIRECTOR: SERVICE DELIVERY REF NO: REFS/013173**

SALARY : R382 245 per annum
CENTRE : Johannesburg Region
REQUIREMENTS : Matric plus National Diploma/NQF Level 6 in Public Administration or equivalent. Minimum of 2 - 4 years' experience in the housing Delivery environment. Ability to communicate. Report writing skills. Knowledge of Batho Pele Principles. Understanding of Service Standards Knowledge of applicable subsidy housing programmes. Understanding of project management cycle. Knowledge of Intergovernmental Relations principles. Ability to use applicable computer software Programmes. Knowledge of principles of Service delivery and innovation.

DUTIES : To manage and monitor registration of beneficiaries on National Housing Needs Register (NHNR). To ensure that all captured potential beneficiaries are registered and updated on NHNR. To generate potential beneficiary list from the NHNR. Provide the municipality with pre-screened list of potential beneficiaries. Liaise with PRT's and relevant stakeholders. To do quality checks on all registrations made. Respond to queries emanating from registration processes. Prepare periodic management reports. Staff Development and Management. Perform Level 2 overrides. Ensure effective flow of information and documents management in the unit.

ENQUIRIES : Ms A Mogaswa Tel No: 072 313 8052
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

PROVINCIAL TREASURY

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



APPLICATIONS : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107. To access the SMS pre-entry certificate course and for further details, please click on the following link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za

CLOSING DATE : 25 February 2022

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

OTHER POSTS

POST 05/173 : **OFFICE MANAGER REF NO: GPT/2022/02/16**
Directorate: Office of the Head of Department (HOD)

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

CENTRE : Johannesburg

REQUIREMENTS : A three-year tertiary qualification (NQF level 6) in Public Administration or Office Management. 3 – 5 years' experience at a junior management level/supervision. 3 – 5 years' experience in the administrative/secretariat and/ or related field. Broad knowledge and understanding of the functional areas covered by the executing authority's portfolio. Working knowledge of the political and parliamentary processes in South Africa. Good verbal and written communication, previous

exposure to administrative and strategic management functions. Proven management competencies and computer literacy.

DUTIES : To ensure that Office of the HOD functions effectively and efficiently. Management and general operations in the HOD Office; Develop and implement a Record Management System; Quality Assurance of documentation and remain up to date with prescripts, policies and procedure applicable to work terrain to ensure efficient support to the HOD; Manage the budget of the Office of the HOD and facilitate Logistics and Procurement processes; Staff Management and development.

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

POST 05/174 : **DEPUTY DIRECTOR: SERVER ADMINISTRATOR REF NO: GPT/2022/02/17**
Directorate: Corporate Services

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

CENTRE : Johannesburg

REQUIREMENTS : A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Information Technology. Microsoft training certificate is preferable (A+ or N+, MCSE). 3 – 5 years' experience at junior management level (ASD) in Server Administration.

DUTIES : To design, configure, install, administer, and optimize servers and related components to achieve high performance of the various business applications supported; Ensure the availability of client/server applications, configuring all new implementations, and developing processes and procedures for ongoing management of the server environment; Assist in overseeing the physical and logical security, integrity and safety of the data centre/server farm; Design, install, configure, administer, and fine-tune Windows operating systems and components across the organization in timely and efficient manner.

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

POST 05/175 : **ASSISTANT DIRECTOR: RISK AND ESCALATION REF NO: GPT/2022/02/18**
Directorate: Provincial Supply Chain Management

SALARY : R382 245 per annum, (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Finance/Economics/Accounting and Costing Analysis. 3 – 5 years' experience at a functional level in Financial Analysis, Ratio, Economic Analysis and Research Environment. Experience and understanding of the South African Marketplace. Managerial and Leadership skills. Understanding and exposure to Public Sector would be advantageous.

DUTIES : To provide the risk management service to the GPG regarding Financial Analysis and Economic Analysis. Obtain indices and calculate the price movement based on RFP 07. Produce a calculation report. Write a memo for calculations approval. Obtain indices and calculate the moving average projections for the term of the contract. Calculate the average projected price percentages. Produce a report of the projected price percentages. Perform ration analysis. Perform trend analysis on annual percentage movements of turnover, profit/loss, total assets, long-term liabilities, equity, current assets and current liabilities. Provide a report profiling on the risk level based on the analysis conducted. Record all the tasks done monthly; Submit monthly reports.

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

POST 05/176 : **ASSISTANT DIRECTOR: OPEN TENDER REF NO: GPT/2022/02/19 (X6 POSTS)**
Directorate: Provincial Supply Chain Management

SALARY : R382 245 per annum, (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Commerce, SCM or Public Administration. 3 – 5 year's functional experience in Policy Development. Valid driver's licence.

- DUTIES** : To develop supply chain policy, norms and standards. Research and develop Provincial SCM Policy, Norms and Standards. Analyse and identify gaps in relation to instruction Notes. Support the setting of procurement targets for local economic development (LED) in line with inputs from relevant stakeholders. Research, analyse, review and improve SCM Policies, Norms and Standards as informed by National and Provincial priorities. Coordinate and conduct training on SCM Policy, Norms and Standards. Provide advice and guidance to departments and entities on SCM Policy, Norms and Standards.
- ENQUIRIES** : Ms. Baleseng Sedibe Tel No: 011 227 9000
- POST 05/177** : **PERSONAL ASSISTANT GAUTENG AUDIT SERVICES REF NO: GPT/2022/02/20 (X3 POSTS)**
Directorate: Gauteng Audit Services
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum, (plus benefits)
: Johannesburg
: Matric with relevant experience and or any relevant qualification. 3 – 5 years' experience in office management or similar role in administration or financial administration. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good grooming and presentation. Self-management and motivation.
- DUTIES** : Render administrative support services which amongst other include; ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collate and compile reports, e.g. Progress reports, Monthly reports, Management reports, etc. Scrutinize routine submissions/ reports and make notes and/ or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Filing of documents for the manager and the unit where required. Manage network drive folder of Chief Director. Collect analysis and collate information requested by the manager. Clarify instructions and notes on behalf of the manager. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the manager.
- ENQUIRIES** : Ms. Tshiamo Sokupha Tel No: 011 227 9000
- POST 05/178** : **PERSONAL ASSISTANT: PROVINCIAL SUPPLY CHAIN MANAGEMENT REF NO: GPT/2022/02/21**
Directorate: Provincial Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum, (plus benefits)
: Johannesburg
: Matric with relevant experience and or any relevant qualification. 3 – 5 years' experience in office management or similar role in administration or financial administration. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good grooming and presentation. Self-management and motivation.
- DUTIES** : Render administrative support services which amongst other include; ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collate and compile reports, e.g. Progress reports, Monthly reports, Management reports, etc. Scrutinize routine submissions/ reports and make notes and/ or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Filing of documents for the manager and the unit where required. Manage network drive folder of Chief Director. Collect analysis and collate information requested by the manager. Clarify instructions and notes on behalf of the manager. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the manager.
- ENQUIRIES** : Ms. Baleseng Sedibe Tel No: 011 227 9000