

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

**ERRATUM: SEDIBENG DHS: DEPARTMENT OF HEALTH:** Kindly note that the following post of Pharmacists (X2 Posts) with Ref No: SDHS 16/02/2022 advertised Public Service Vacancy Circular 08 dated 04 March 2022, The salary notch has been amended as follows: R703 773 per annum (all inclusive – package); The closing date has been extended to 25 March 2022

**OTHER POSTS**

<b><u>POST 09/146</u></b>	:	<b><u>DEPUTY MANAGER NURSING PN-A8 REF NO: DMN/2022/03/04</u></b> Directorate: Mental Health Programmes District Specialist Mental Health Teams
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R856 272 per annum, (all-inclusive package) Johannesburg Health District Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) that allows registration with SANC as a Professional Nurse. One-year qualification in Advanced Psychiatric Nursing Science will be an added advantage. A minimum of 9 years' appropriate/recognizable experience in nursing after registration as a 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 in Psychiatric Nursing. Registration with SANC (proof of current registration must be attached). Applicant must be in a possession of a valid South African driver's license, must be able to work under pressure, have strong leadership skills, good verbal and written communication skills, sound interpersonal skills, project management skills, financial and human resource management skills. Applicants should be prepared to undergo pre-employment and periodic medical surveillance as part of the employment conditions. Computer literacy. Ability to work independently, and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills.
<b><u>DUTIES</u></b>	:	Conduct a situational analysis of mental health in the district which includes Population Profile, Map and report of public, non-governmental organizations (NGOs), private, mental health related Public Benefit Organizations, and traditional health services, Status of Information Technology in the District Budget plan. Based on the situational analysis report, develop an action plan towards improvement in mental health coverage and mental health process of care and care outcomes including Primary Health care services, Community Psychiatry district allied health workers, NGOs and Community Health Workers. Ensure that mental health services include treatment, prevention, promotion and protection of mental health care users and other vulnerable groups through relevant intervention programs and strategies including suicide and substance use disorders prevention. Ensure that quality mental health services are provided according to professional standards and ethical principles. Establish routine ongoing training and supervision for PHC and mental health teams. Establish referral pathways and coordination with all stakeholders. Include Monitoring & Evaluation through appropriate tools and indicators. Implementation of the operational plan. Inter-sectoral and inter-disciplinary collaboration and coordination. Monitoring and evaluation through quality assessments and tools. Develop research and translate into improved services. Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Provide professional, technical and management support for the provision of quality patient care through proper management of mental health care programs. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to mental health care. Utilize information technology and other management information systems to manage mental health information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective mental health care.

		Manage and utilize resources in accordance with relevant directives and legislation: (Human, Financial, Physical and Material resources). Provide full-time technical and management support to district, district hospitals and contracted care services. Coordinate mental health related research and development. Manage staff performance and development.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. R.S. Mabyana Tel No: 011 694 3708
	:	should be emailed to JhbHealth.DistrictJobApplications@gauteng.gov.za, please ensure that the reference number is quoted correctly.
<b><u>NOTE</u></b>	:	A fully completed new signed Z83 form should be accompanied by recent updated CV as well as all qualifications, ID document/ Smart ID and Driver's license copies must be double sided. All certificates attached should not be certified when applying for the post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. The recommended candidates will be subjected to positive results of the security clearance process (criminal records), the verification of educational qualifications certificates and medical screening. Incomplete applications or applications received after closing date will not be considered. People with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	28 March 2022
<b><u>POST 09/147</u></b>	:	<b><u>MEDICAL OFFICER – OBSTETRICS &amp; GYNAECOLOGY GRADE 1-3 REF NO: FERH/MED-05/2022 (X2 POSTS)</u></b> Directorate: Medical
<b><u>SALARY</u></b>	:	R833 523 - R897 939 per annum, all inclusive package R953 049 - R1 042 092 per annum, all inclusive package R1 106 037 - R1 382 802 per annum, all inclusive package
<b><u>CENTRE REQUIREMENTS</u></b>	:	Far East Rand Hospital
	:	Senior certificate (Grade 12/Matric) and MBCHB degree or equivalent. Registered with the health council of South Africa (HPCSA) as an independent practitioner and annual current registration for 2021/2022. ESMOE, ACLS, ATLS certificates and work experience in Obstetrics & Gynaecology would be an added advantage.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for interviewing, investigating and diagnosis of patients. They will oversee patient treatment, attend to Obstetrics & Gynaecological emergencies emergencies & chronic conditions alike. Perform Caesarean sections, reduce serious adverse events emanating from labour process. Ensure good maternal deaths. Address all avoidable factors that contribute to maternal morbidity and mortality. Overall care of Obstetrics & Gynaecology patients in a regional hospital including: Accident & Emergency, Antenatal, intrapartum and postnatal. Supervising junior Doctors (Medical students, interns and community service doctors). Commuted overtime compulsory.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr N Jwara Tel No: 011 812 8644
	:	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.
<b><u>NOTE</u></b>	:	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 license (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**

: 01 April 2022

**POST 09/148**

: **ASSISTANT MANAGER NURSING SPECIALTY REF NO: REFS/013417**  
Directorate: Nursing Department: Oncology

**SALARY**

: R624 216 per annum, (plus benefits)

**CENTRE**

: Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**

: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with SANC and proof of current registration. Post basic Nursing Qualification of the duration of 1 year, accredited with SANC in Oncology nursing. Have a minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 -year post-basic Oncology Nursing. At least 3 years of the period must be appropriate at management level. 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 institution. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. 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 palliative care for the institution. 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 relieve the Nursing Manager in her absence.

**ENQUIRIES**

: Ms RC Moime Tel No: 011 488 3155

**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**

: Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)) with an updated, clear and concise C.V, with 3 contactable referees. Copies of I.D and Qualifications to be attached. Only shortlisted candidates 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), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability. Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

**CLOSING DATE**

: 28 March 2022

<b><u>POST 09/149</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING SPECIALTY REF NO: REFS/013418</u></b> Directorate: Nursing Department: Operating Theatre
<b><u>SALARY</u></b>	:	R571 242 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Charlotte Maxeke Johannesburg Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with SANC and proof of current registration. 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 SANC in General Nursing, at least 5 years of the period referred to above must be appropriate / recognizable experience in theatre after obtaining the 1 –year post-basic nursing qualification. Computer literacy will be added advantage.
<b><u>DUTIES</u></b>	:	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 health facility. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. To apply basic HR and financial policies when coordinating care to our patients and other stakeholder. To demonstrate effective communication with patient, 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 and optimal theatre utilisation at night. 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 areas. Control the provision of nursing care through staff scheduling and supervision. To ensure that 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.
<b><u>ENQUIRIES</u></b>	:	Mr BR Ditshwane Tel No: 011 488 3826
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> ) with an updated, clear and concise C.V, with 3 contactable referees. Copies of I.D and Qualifications to be attached. Only shortlisted candidates 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), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability. Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	28 March 2022
<b><u>POST 09/150</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING SPECIALTY REF NO: REFS/013419</u></b> Directorate: Nursing Department: Neurology ICU and High Care
<b><u>SALARY</u></b>	:	R571 242 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Charlotte Maxeke Johannesburg Academic Hospital

- REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with SANC and proof of current registration. Post basic Nursing Qualification of the duration of 1 year, accredited with SANC in Critical Care nursing. Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience in critical care nursing after obtaining the 1 –year 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 institution. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. To apply basic HR and financial policies when coordinating care to our patients and other stakeholder. 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 areas. Control the provision of nursing care through staff scheduling and supervision. To ensure that 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. To do hospital departmental calls required by the service and relieve Assistant Manager when required.
- ENQUIRIES** : Ms DA Ramoshu Tel No: 011 488 3360
- 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** : Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with an updated, clear and concise C.V, with 3 contactable referees. Copies of I.D and Qualifications to be attached. Only shortlisted candidates 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), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability. Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.
- CLOSING DATE** : 28 March 2022
- POST 09/151** : **ASSISTANT MANAGER NURSING SERVICES (DAY AND NIGHT DUTY) (X2 POSTS)**  
Directorate: Health
- SALARY** : R571 242 - R662 223 per annum
- CENTRE** : Heidelberg Hospital
- REQUIREMENTS** : Basic qualification accredited with the South African Nursing Council (SANC) in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A registration with SANC as a Professional Nurse. A minimum of nine (9) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least four (4) years of the period referred to above must be appropriate/ recognizable experience at management

level. Computer literacy is essential. A management Qualification will be an added advantage. Skills: Presentation and report writing skills, Strong Leadership skills, Good Communication and Problem-solving skills, Planning and Organizing skills and Financial Management skills. Problem solving, conflict resolution skills, able to work under pressure. Sound interrelationship is necessary in understanding of National Core Standards. Nursing strategy. PFMA, Labour Relations and other related legislative framework. Ability to work under pressure.

**DUTIES** : Ability to plan and organize including monitoring the objectives of the hospital. Ability to delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. To provide a therapeutic environment for staff, patients and the public. To provide comprehensive quality nursing care as a member of the multidisciplinary team according to the identified needs of the patients and that must be based on the scientific principle. To delegate and support staff in the execution of quality patient care. To provide direct and indirect supervision of all staff, other clinicians and housekeeping. Identify staff training needs of subordinates, monitor performance and ensure effective development thereof. Exercise control of discipline, grievance and labour relations in terms of the legal frameworks of the department. Formation and implementation of Nursing guideline, practices, policies and procedures. Manage effective utilization and supervision of human, financial and material resources. Coordination of provision effective training and research. Maintain professional growth/ ethical standards and development of self and subordinates. Monitoring service standards and maintaining the set norms and standards of the department. Demonstrate knowledge of the COVID-19 protocols and standards of IPC. Knowledge of Ideal Hospital Realization Framework and management of patients' safety incidents. Utilize all resources effectively and efficiently in the hospital. Take charge ship of the hospital in the absence of the senior managers afterhours and report.

**ENQUIRIES** : Ms LLP Msiza Tel No: (016) 341 1100

**APPLICATIONS** : Applications should be submitted to Admin 1-Security Unit at Heidelberg hospital, Hospital Street. Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438 or online application through GPG Job Professional Centre.

**NOTE** : Applications must be submitted on a new Z83 form accompanied by a C.V, copies of I.D and Qualifications or any other relevant supporting documents to be attached. Please note that the successful candidate will be subject to OHS Medical Surveillance as required in the HBA regulations within the OHS Act 85 of 1993, security and reference check. The institution reserves the right not to fill the post.

**CLOSING DATE** : 28 March 2022

**POST 09/152** : **OPERATIONAL MANAGER: PNB-3 REF NO: TDHS/A/2022/29 (X1 POST)**  
Directorate: Nursing

**SALARY** : R571 242 – R642 933 per annum, (plus benefits)  
**CENTRE** : Tshwane Health District Services: Soshanguve Block JJ  
**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice R425 (Degree or Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post basic nursing qualification (PHC), with duration of at least 1 year accredited with SANC in terms government notice no 212 plus A Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma). Qualification of a minimum duration of one year in Nursing Administration/Management or in Health Care Services will be an added advantage. Management obtained from a recognized and registered tertiary institution and similarly, recognized by SAQA. A minimum of 9 years appropriate and recognisable experience in nursing post registration as a professional nurse. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty. Computer literacy in at least (MS Word, Excel, Power-point & Outlook). A Valid Driver's license is essential.

**DUTIES** : Demonstrate knowledge of legislation relevant to health care services. Management of the facility by providing comprehensive Primary Health Care services to the communities. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele Principles, Patients' Rights Charter. Provide administrative

services, as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Extensive Knowledge of the application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Use of technology to communicate (i.e. analyse data, documents, compile necessary reports, identify gaps and take remedial steps as well as overall Monitoring & Evaluation. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services. Oversee, implement and sustain Ideal Health Facility Realization programme. Possess computer literacy skills and extensive competency in report writing skills.

**ENQUIRIES** : Ms. Theodorah Dibakwane/Molebogeng Leroke Tel No: 082 452 3882/ 082 826 7881

**APPLICATIONS** : must be submitted to Tshwane Health District Services, 3319 Fedsure Forum Building, cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box First Floor Reception. A practical test and /or competency assessment where relevant, relating to the key areas of knowledge and skills may form part of the selection process for this position.

**NOTE** : Applications should be submitted on the NEW Z83 application form obtainable from <http://www.dpsa.gov.za/dpsa2g/documents/ep/2020/Approved%20New%20Z83%20form%20Gazetted%206%20Nov%202020.pdf> or Public Service Departments. Compulsory documents to attach are the ff: ID Document, Senior/Matric/ or Grade 12 certificate, pertinent qualification certificates, Certificate of registration with South African Nursing Council (SANC) as a Professional Nurse; Proof of current registration (2021 / 2022) as a Professional Nurse with SANC + driver's license. In compliance with COVID-19 prescripts, copies of these listed documents need not be certified when applying for this post. It is only shortlisted candidates from whom certified documents will be required on or before the interview day. No late, faxed or e-mailed applications will be accepted. Further communication will be limited to shortlisted candidates. If you have not received a response from the Department within 3 months of the closing date, please consider your application as unsuccessful. Candidates who reside within the jurisdiction of the listed facilities will be given priority. Candidates are further advised that interviews may be conducted virtually, via Ms Teams platform. Whilst this will not prejudice any candidate's chance of being considered, it is advisable to have access to such ICT amenities.

**CLOSING DATE** : 28 March 2022@15h00

**POST 09/153** : **OPERATIONAL MANAGER NURSING GENERAL REF NO: REFS/013416**  
Directorate: Nursing Department: ENT OPD

**SALARY** : R450 939 per annum, (plus benefits)  
**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital  
**REQUIREMENTS** : Basic R425 qualification (diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with SANC as a Professional Nurse and proof of current registration. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Relevant discipline specific skills, competences and computer literacy will be added advantage.

**DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of

junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of required services through staff scheduling and supervision. 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 for the department. Demonstrate an understanding of financial policies and practices. Have in-depth knowledge of ordering, storing and control of equipment. Ensure that all staff under your care are trained on the use of different equipment and to assist staff from other wards who might experience problems in operating such machines. Be accountable of all equipment under your care. Will be expected to do calls on rotational basis.

**ENQUIRIES  
APPLICATIONS**

: Ms DA Ramoshu Tel No: (011) 488 3360  
 : 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**

: Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with an updated, clear and concise C.V, with 3 contactable referees. Copies of I.D and Qualifications to be attached. Only shortlisted candidates 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), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability. Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.

**CLOSING DATE**

: 28 March 2022

**POST 09/154**

: **OPERATIONAL MANAGER GENERAL PNA5 (OPD) REF NO:  
REFS/TMH/2022/03/01 (X1 POST)**  
 Directorate: Nursing Services

**SALARY  
CENTRE  
REQUIREMENTS**

: R450 939 – R507 531 per annum, plus benefits  
 : Tambo Memorial Hospital  
 : A Minimum of Diploma/ Degree in General Nursing Science, registration with SANC as a Professional Nurse. Current SANC receipt as a General Nurse and Midwife. A minimum of Seven (7) years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse. Have a good communication skills, leadership and conflict management skills. Manage own performance, be able to work as part of a Multidisciplinary team. Be able to supervise staff and patient care in the unit, be available at all times in case of an emergencies and shortage of staff.

**DUTIES**

: Overall supervision and control of quality patient care in the unit. Ensure the formulation and availability of clinical patient care protocols and policies in her department. Efficient implementation and evaluation of patient care programmes in the unit according to department's strategic goals. Ensure adequate and appropriate staffing according to patient's needs. Effective monitoring and management of absenteeism. Accountable for overall and effective management of nursing duties. Establish efficient communication with the multidisciplinary team. Responsible for the implementation of disciplinary measures. Secure and allocate resources and budget to achieve workplace objectives. Proactively identify performance requirements to improve team work. Ensure performance, evaluation, management and development of staff. Ensuring the adherence to National Core Standards.

**ENQUIRIES  
APPLICATIONS**

: Mrs. M.L Mashamba Tel No: (011) 898 8314  
 : can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459.



- NOTE** : Applications must be filled on a new Z83 form (obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and copies of ID and qualifications. Only the shortlisted candidates will be required to submit certified copies of qualifications and Identity document on or before interviews. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons in possession of foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA). Applications received after closing date and time will not be considered. Whites, coloured and people with disability 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.
- CLOSING DATE** : 28 March 2022, Time: 12H00
- POST 09/155** : **CLINICAL PROGRAMME COORDINATOR (HRD) REF NO: TDHS/A/2022/30**  
Directorate: Human Resource Development
- SALARY** : R450 939 – R588 390 per annum
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse with, General nursing, Midwifery and Psychiatric nursing. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in the following specialty in Clinical Nursing Science, Health Assessment, Treatment and Care. Experiential Competency: A minimum of 7 years appropriate/ recognizable nursing experience in a Primary Health facility after registration as Professional Nurse with the SANC in General Nursing and a Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care. Competencies: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility %o Demonstrate effective communication with patients, supervisors, clinicians and other training institutions and stakeholders including report writing, budget and record keeping. Work as part of the multidisciplinary team to ensure good nursing care and training. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial, or religious differences. %o Able to plan and organize own work and that of personnel to ensure proper PHC care. Promote and advocate proper treatment and care including awareness, requirements, and expectations (Batho Pele).
- DUTIES** : Do a needs Analysis and Work skills plan. Prepare and update a training programme for the District. Have a good knowledge of all PHC health services offered in a PHC facility. Plan, prepare and present training according to training plan to all categories of staff working in a PHC setting. Computer literacy in Word, Excel, and PowerPoint knowledge and training as APC trainer and trained in IMCI, NIMART/ Basic HIV course will be an advantage. Attend regular updating and training-of-trainer's courses in all health related matters as need may arise. Do monitoring, evaluation and assessment of training when required.
- ENQUIRIES** : Ms. M Van Niekerk @ 082 335 2794
- APPLICATIONS** : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on the New form Z83 (application form), obtainable from any Public Service Department accompanied by updated CV, ID and all qualifications copies must be attached.
- CLOSING DATE** : 28 March 2022@15h00

<b><u>POST 09/156</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR; GRADE 1 REF NO: TDHS/A/2022/31 (X1 POST)</u></b> Directorate: Quality Assurance
<b><u>SALARY</u></b>	:	R450 939 – R507 531 per annum
<b><u>CENTRE</u></b>	:	Tshwane Health District Services
<b><u>REQUIREMENTS</u></b>	:	Senior/Matric/ or Grade 12 certificate. A relevant 4-year tertiary or equivalent qualification in Nursing. Current registration with relevant the South African Nursing Council plus Post Basic qualification with duration of at least 1 year in Primary Health Care accredited with the SANC plus computer-use literacy / competency. At least 7 years' experience in District Health System / Primary Health Care setting after obtaining the basic nursing qualification. Be in possession of at least a valid Code B driver's license. Possession of Certificate or similar in Quality Management/Assurance; Research Methodology; Monitoring & Evaluation; DHIS; Customer Care and/or Batho Pele Principles; Post Basic qualification with a minimum duration of 1-year in Nursing Administration/Management or Post Basic qualification with a minimum duration of 1-year in Health Care Services Management obtained from a recognised and registered tertiary institution and recognised by SAQA will be added advantages. Other Skills / Requirements: Demonstration of insight and understanding of the District Health services and operations, insight and understanding of National Health Act, Public Service Act and Regulations, Public Finance Management Act and other relevant and applicable legislative frameworks in the current Health Services climate and developments, ability to work independently, aptitude to pay attention to detail, commitment to being responsible and accountable, willingness work under pressure, which includes working beyond normal office hours and extensive travelling; be computer-literate and a team-builder. Excellent listening, thinking, communication, report writing negotiating, problem-solving, conflict handling, decision-making, judgment, presentation, leadership, project management, analytical, technical, statistical, innovation, time management, and interpersonal skills are essential for this position.
<b><u>DUTIES</u></b>	:	Overall provision of APP-aligned Total Quality Management services to the District and all its facilities by: Overall monitoring, investigating, evaluating, recording and reporting on complaints management. Effective clinical & non-clinical risk management by monitoring, investigating, evaluating, recording and reporting on Patients' Safety Incidents. Improve effectiveness of system operations through monitoring and reporting on patients' waiting times. Monitor, evaluate, record and report on customer satisfaction by planning & conducting annual surveys on Patient Experience of Care that comply with prescripts. Facilitate conduction of and reporting on Ideal Health Facility Realisation assessments in line with existing and approved legal prescripts. Provide support to all District entities on matters pertaining to Norms and Standards by Office of Health Standards Compliance. Facilitate conduction of and reporting on Clinical Records Audits. Operate and manage relevant data systems. Monitor development, implementation, monitoring and evaluation of Quality Improvement Plans. Become liaison between the district and all other essential stake-holders.
<b><u>ENQUIRIES</u></b>	:	Ratsietsi Makua @ 012 451 9121 / 079 872 6077; Monday to Friday; during working hours only
<b><u>APPLICATIONS</u></b>	:	must be submitted to First Floor Reception; Tshwane Health District Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Streets, Pretoria; 0002.
<b><u>NOTE</u></b>	:	Applications should be submitted on the NEW Z83 application form obtainable from <a href="http://www.dpsa.gov.za/dpsa2g/documents/ep/2020/Approved%20New%20Z83%20form%20Gazetted%206%20Nov%202020.pdf">http://www.dpsa.gov.za/dpsa2g/documents/ep/2020/Approved%20New%20Z83%20form%20Gazetted%206%20Nov%202020.pdf</a> or Public Service Departments. Compulsory documents to attach are the ff: ID Document, Senior/Matric/ or Grade 12 certificate, pertinent qualification certificates, certificate of registration with South African Nursing Council (SANC) as a Professional Nurse; Proof of current registration (2022) as a Professional Nurse with SANC & a valid driver's license. In compliance with COVID-19 prescripts, copies of these listed documents need not be certified when applying for this post. It is only shortlisted candidates from whom certified documents will be required on or before the interview day. No late, faxed or e-mailed applications will be accepted. Further communication will be limited to shortlisted candidates. If you have not received a response from the Department

within 3 months of the closing date, please consider your application as unsuccessful. Candidates are further advised that interviews may be conducted virtually, via Ms Teams or Zoom platforms. Whilst this will not prejudice any candidate's chance of being considered, it is advisable to have access to such technological means of engaging and communication. A practical test and/or competency assessment where relevant, relating to key areas of knowledge and skills may form part of the selection process for this position.

- CLOSING DATE** : 28 March 2022@ 15h00
- POST 09/157** : **CLINICAL NURSE PRACTITIONER REF NO: TDHS/A/2022/32 (X1 POST)**  
Directorate: Occupational Health and Safety
- SALARY** : Grade 1: R388 974 - R450 939 per annum  
Grade 2: R478 404 - R588 390 per annum
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in PHC specialty. Proof of current registration with SANC. At **Grade 1**: A minimum of 4 years' relevant experience as a Professional Nurse after registration with SANC. At **Grade 2**: a minimum of 14 years' relevant experience as a Professional Nurse after registration with SANC. At least 10 years of the period referred to above must be appropriate/ recognisable experience in the PHC specialty after obtaining the 1-year post-basic qualification in the PHC specialty. Dispensing license and experience working in Employee Health and Wellness Clinic will serve as an added advantage. Competencies/Knowledge/Skills: Good communication skills, decision making, organising and facilitating skills. Demonstrate knowledge of legislation relevant to health care services.
- DUTIES** : Rendering a comprehensive PHC service to employees within the Tshwane District Health Services in the Employee Health and Wellness clinic. Conduct medical surveillance; daily patient management (staff); monitoring of staff with comorbidities, COVID-19 management of staff including screening, testing and contact tracing. Ordering and management of medication. Ensure implementation of departmental policies including Batho Pele Principles, Patient's Right's Charter and Occupational Health and Safety Policy. Management of vaccinations such as Hepatitis B, flu vaccine and COVID-19. Maintaining stock levels of PPE, stationary, equipment and medication. Implementation and monitoring of Health care waste compliance. Compile PHC stats on a monthly basis. Creation of OHS awareness in the District.
- ENQUIRIES** : Ms O. Nape Tel No: (012) 451 9212
- APPLICATIONS** : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on the New form Z83 (application form), obtainable from any Public Service Department accompanied by updated CV , ID and all qualifications copies must be attached.
- CLOSING DATE** : 28 March 2022@15h00
- POST 09/158** : **OCCUPATIONAL HEALTH NURSE PRACTITIONER REF NO: TDHS/A/2022/33 (X1 POST)**  
Directorate: Occupational Health and Safety
- SALARY** : Grade 1: R388 974 - R450 939 per annum, (plus benefits)  
Grade 2: R478 404 - R588 390 per annum, (plus benefits)
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in OHS specialty. Proof of current registration with SANC. At **Grade 1**: A minimum of 4 years' relevant experience as a Professional Nurse after registration with SANC. At **Grade 2**: a minimum of 14 years' relevant

experience as a Professional Nurse after registration with SANC. At least 10 years of the period referred to above must be appropriate/ recognisable experience in the OHS specialty after obtaining the 1-year post-basic qualification in the OHS specialty. Driver's license; Dispensing license and experience working in Employee Health and Wellness Clinic will serve as an added advantage. Competencies/Knowledge/Skills: Demonstrate an understanding of nursing legislation and related legal ethical nursing practice in OHS. Knowledge of OHS Act and Regulations and COID Act. EHWP Strategic Framework. Good planning, organizing, co-ordination, decision making and Communication skills.

**DUTIES** : Rendering a comprehensive occupational health and safety services to employees within the Tshwane District Health Services. Identify departmental health risk trends and implement effective EHW Programs to enhance the health and wellness of the employees that will promote, protect and restore employee's health within a safe working environment. Perform Medical Surveillance (which may include clinical examinations, biological monitoring and medical tests and Diseases Management of occupational injuries and diseases. Daily staff management in the EHW clinic. Monitoring of staff with comorbidities; COVID-19 management of staff including testing and contact tracing. Management of OHS complaints; attending to OHS incidents/ accidents and monitoring the implementation of the OHS policy and guidelines. Facilitating the Department of Employment and Labor OHS audits and compliance reports. Rendering support at facilities as and when required. Provide OHS training and awareness in the district.

**ENQUIRIES** : Ms O. Nape Tel No: (012) 451 9212  
**APPLICATIONS** : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

**NOTE** : Applications must be submitted on the New form Z83 (application form), obtainable from any Public Service Department accompanied by updated CV , ID and all qualifications copies must be attached.

**CLOSING DATE** : 28 March 2022 @15h00

**POST 09/159** : **ASSISTANT DIRECTOR: RISK AND SECURITY**  
 Directorate: Risk and Security

**SALARY** : R382 245 - R460 255 per annum  
**CENTRE** : Heidelberg Hospital

**REQUIREMENTS** : A relevant bachelor's Degree/Diploma in Risk Management and Security Risk Management. At least (3) years relevant experience at supervisory level in Risk and Security Management. Understanding of the relevant legislation and policies framework. Public Finance Management Act (PFMA). Treasury Regulations, Public Sector Risk Management framework. Public Service Anti-corruption strategy and departmental Anti-corruption measures. Principles of enterprise risk management Governance and accountability. Internal control and assurance. ERM concept. Framework and methodologies. King reports on corporate governance. Knowledge of Minimum Physical Security Standards (HPSS), Minimum Information Security Standards (MISS), Security breaches, Investigations, Security awareness program, Occupational Health and Safety Act (OHSA) and Fire Regulations, Good communication (Verbal and written), Interpersonal, computer (MS Office packages), report writing, knowledge of Performance Management System Development, conflict resolution Act, auditing, disaster and recovery plan, Departmental policies and procedures, Driver's license.

**DUTIES** : Manage security guard services, liaise regularly with NIA, SAPS and Risk Management of the Department of Health (DOH). Implement the department security policy and minimum information. Implement the ERM implementation plan. Implement risk management methodologies, models and systems. Facilitate the assessment of identified risk. Facilitate the compilation of operational risk register. Facilitate the development of risk response strategies (mitigate plans). Report all relevant matters including, findings risk positions and recommendations to relevant stakeholders. Establish and maintain a risk management philosophy and culture within the organization. Manage and coordinate of risk management with all assurance providers. Coordinate the activities of risk management and perform the secretariat function. Implementation of Security Policies Standards. Assess and

improve the effectiveness of security measures and procedures. Conduct threats and risk assessment and implement recommendations. Create security awareness regarding access control measures and compliance thereof. Manage access control security system and maintenance thereof. Develop and implement procedures for the movement of movable assets and information documents. Maintain records of information security breaches/ incidents. Recommend interventions/ Improvements/ disciplinary measures where appropriate. Compile and provide management reports. Hold meetings with security service providers. Investigate all reported security breaches, incidents and write reports. Reports security breaches to the SSA or SAPS. Develop, implement, evaluate and monitor the performance agreements with security personnel. Assess performance of security staff.

- ENQUIRIES** : Dr I. Molatlhegi Tel No: (016) 341 1100
- APPLICATIONS** : Applications should be submitted to Admin 1-Security Unit at Heidelberg hospital, Hospital Street, Heidelberg 1441 or posted to Heidelberg hospital, Private bag 612, Heidelberg 1438 or online application through GPG Job Professional Centre.
- NOTE** : Applications must be submitted on a new Z83 form accompanied by a C.V, copies of I.D and Qualifications or any other relevant supporting documents to be attached. Please note that the successful candidate will be subject to OHS Medical Surveillance as required in the HBA regulations within the OHS Act 85 of 1993, security and reference check. The institution reserves the right not to fill the post.
- CLOSING DATE** : 28 March 2022
- POST 09/160** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: FERH/HR-01/2022 (X1 POST)**  
Directorate: Human Resource
- SALARY** : R382 245 - R450 255 per annum, plus benefits
- CENTRE** : Far East Rand Hospital
- REQUIREMENTS** : Senior certificate (Grade 12/Matric) and National Diploma/Degree in Labour Relations or equivalent qualification with Five (5) years' experience in Labour relations on a supervisory level. Computer Literacy (MS Office suit, MS Word, Ms Excel, MS PowerPoint) and PERSAL certificate. A valid driver's license. Must have excellent presentation skills, ability to communicate well with people at different levels and from diversified backgrounds. The prospective appointee should have sound verbal & written communication skills, sound organizational skills and planning skills. High level of reliability and ability to handle confidentiality. Must have sound analytical thinking and research skills. High level of conflict management skills and ability to be part of negotiations. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Basic skills on report writing. Ability to work under pressure and to take initiative. Ability to work independently and in a team. Sound knowledge of public service regulations, public service act and a myriad of other relevant human resource legislative imperatives. Experience in labour relations is an essential requirement for the post. Knowledge and application of project management principles is essential.
- DUTIES** : Administer and investigate grievances. Investigate, initiate and/or preside over misconduct cases. Represent the department at conciliation and arbitration and facilitate the implementation of settlement agreements and arbitration awards. Ensure compliance with legislative framework relating to grievances and disputes. Keep or maintain statistical records in respect of all grievances, disciplinary and disputes handled within the department or hospital. Compile reports/submissions in respect of grievances, disputes, advice on industrial action matters. Promote sound labour peace within the hospital. Produce monthly report and analyse the report to establish trends and develop interventions where necessary. Contribute to the departments planning and monitoring and evaluation processes. Manage the implementation of policies, resolutions, plans and strategies relating to labour relations. Ensure compliance with legislative framework and monitor and evaluate implementation thereof; further suggest improvement where necessary. Develop internal control measures, guidelines and standard operating procedures on labour relations in line with the national and departmental human resource practices, guidelines and policies. Conduct in-service training and induction of staff in the

hospital on labour related matters. Attend to audit and national core standards queries including the implementation of the recommendations thereof. Advice management, employees and the department on labour relations practices, procedures, guidelines and policies, etc. Support Human Resource Manage in achieving the strategic objectives of the department of health on labour relations management in the hospital and other reasonable adhoc exercises and tasks as and where required to enhance service delivery in the hospital. Adherence to timelines on projects. Be willing to undergo training and development. Attend and run meetings.

**ENQUIRIES** : Mr. NR Moshwani Tel No: 011 812 8395  
**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 license (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** : 01 April 2022

**POST 09/161** : **ARTISAN PRODUCTION GRADE A: ELECTRICIAN REF NO: TDHS/A/2022/34 (X1 POST)**

**SALARY** : R193 512 per annum, (plus benefits)  
**CENTRE** : Bronkhorstspuit Hospital  
**REQUIREMENTS** : Grade 10 or equivalent qualifications. An appropriate Trade Test Certificate. A minimum of 0-2 years' experience. A Valid Driver's License. The offer is based on recognition of experience after Trade Test certificate (Proof of recognized experience must be attached). Competencies: Knowledge of Public Service Regulations, Occupational Health and Safety Act of 1993 and other relevant Legislations. Skills planning and organizing, verbal and written communication and computer literacy skills. Supervising skills. Advance analytical thinking, interpretation, and decision-making skills.

**DUTIES** : Administer safe keeping of relevant technical documentation, Undertaking job assessments. Perform specific task as required by the hospital. Validate availability of tools and material before commencing duties. Inspect equipment's and facility for technical faults. Repair equipment's and facilities according to standards. Test and repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Ensure that areas where the work has been carried out are left clean. Render quality assurance of serviced and maintained equipments in the facility. Make inputs to specifications. Draw up maintenance schedules. Record keeping of maintenance schedules. Provide support to Tradesman Aid. Undertake research and literature studies. Apply research findings in the work environment. Apply code of conduct. Supervising and training subordinates.

**ENQUIRIES** : Mr. Oupa Nama Tel No: (012) 451 9265

**APPLICATIONS** : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception or 01 Barney Hurwitz Avenue, Bronkhorstspuit District Hospital, Bronkhorstspuit, 1020.

**NOTE** : Applications must be submitted on the New form Z83 (application form), obtainable from any Public Service Department accompanied by updated CV , ID and all qualifications copies must be attached.

**CLOSING DATE** : 28 March 2022@15h00

**POST 09/162** : **MATERIAL RECORDING CLERK REF NO: TDHS/A/2022/35**  
Directorate: Supply Chain Management

**SALARY** : R176 310 per annum  
**CENTRE** : Tshwane District Health Services  
**REQUIREMENTS** : Grade 12 certificate, 3 – 5 years working experience in Supply Chain Management/Logistics Management as a Warehouse and/or Posting Clerk. Driver's license (Code B).Computer literate, ability to work under pressure and good interpersonal skills. Other Skills / Requirements: Post matric qualification in BCOM or National Diploma in Supply Chain Management / Logistics/ Business Management and/or relevant qualification. Problem solving skills, creativity and analytical skills. Good communication skills both verbal and written. Teamwork, Organizing, Coordination and time management.

**DUTIES** : Provide supply chain management administrative support to Tshwane District Health Services as follows: Demand & Acquisition Management: Registration of end user requirements, confirmation of demand and procurement plans, Support the RFQ administration process for goods and/or services, generate shopping carts for purchase orders, follow-up on deliveries and payments. Warehouse Management: Receiving, checking, recording and storing of incoming stock. Picking, packing and filling of orders. Collecting and dispersing of stock. General Warehouse duties. Asset Management: Keep and update of all records on the asset register. Bar-code all newly acquired assets. Conduct quarterly/annual verification of assets and ensure that assets condition in the register matches the condition of its existence. Administration of disposal management. Other: Maintaining & updating of registers. Compile daily, weekly and monthly statistics. Handle external and internal enquiries. Assist with general office duties within the SCM environment.

**ENQUIRIES** : Mr TD Makgari/Mr George Masuluke Tel No: 012 451 9276  
**APPLICATIONS** : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

**NOTE** : Applications must be submitted on the New form Z83 (application form), obtainable from any Public Service Department accompanied by updated CV , ID and all qualifications copies must be attached.

**CLOSING DATE** : 28 March 2022@15h00

**POST 09/163** : **DRIVER REF NO: TDHS/A/2022/36 (X4 POSTS)**  
Directorate: Admin & Logistics

**SALARY** : R147 459 – R173 706 per annum (Level 04)  
**CENTRE** : Tshwane District Health Services  
**REQUIREMENTS** : Grade 10. One (1) to three (3) years' experience in driving / messenger services. A valid Code 10 (C1) driver's license with PDP. (Attach certified copy). Ability to work independently with the team. Willingness to work and travel irregular hours. Knowledge of OHS Act and Infection Control Guidelines. Other Skills / Requirements: Good written and verbal communication skills.

**DUTIES** : Transportation of equipment, patients and officials within the District. They order, collect and deliver pharmaceutical goods when requested. Take vehicle for service/repairs. Keep record of oil, fuel receipt and other admin documents. Assist with loading and offloading of goods, Collect and deliver post and parcels on a daily basis at the post office. Keeping the vehicles clean and in good condition.

**ENQUIRIES** : Mr LM Seshoka Tel No: 012 451 9025

- APPLICATIONS** : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on the New form Z83 (application form), obtainable from any Public Service Department accompanied by updated CV , ID and all qualifications copies must be attached.
- CLOSING DATE** : 28 March 2022@15h00
- POST 09/164** : **STORES ASSISTANT REF NO: TDHS/A/2022 /37**  
Directorate: Supply Chain Management
- SALARY** : R104 073 per annum
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : Grade 12 certificate, 1 – 2 years working experience in Supply Chain Management/Logistics Management as a Warehouse/Stores Assistant. Driver's license (Code B).Computer literate, ability to work under pressure and good interpersonal skills. Other Skills / Requirements: Post matric qualification in BCOM or National Diploma in Supply Chain Management / Logistics/ Business Management and/or relevant qualification will be an added advantage. Problem solving skills, creativity and analytical skills. Good communication skills both verbal and written. Teamwork, Organizing, Coordination and time management.
- DUTIES** : Provide supply chain management administrative support to Tshwane District Health Services as follows: Demand & Acquisition Management: Registration of end user requirements, confirmation of demand and procurement plans, Support the RFQ administration process for goods and/or services, generate shopping carts for purchase orders, follow-up on deliveries and payments. Warehouse Management: Receiving, checking, recording and storing of incoming stock. Picking, packing and filling of orders. Collecting and dispersing of stock. General Warehouse duties. Asset Management: Keep and update of all records on the asset register. Bar-code all newly acquired assets. Conduct quarterly/annual verification of assets and ensure that assets condition in the register matches the condition of its existence. Administration of disposal management. Other: Maintaining & updating of registers. Compile daily, weekly and monthly statistics. Handle external and internal enquiries. Assist with general office duties within the SCM environment.
- ENQUIRIES** : Mr TD Makgari/Mr George Masuluke Tel No: 012 451 9276
- APPLICATIONS** : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on the New form Z83 (application form), obtainable from any Public Service Department accompanied by updated CV , ID and all qualifications copies must be attached.
- CLOSING DATE** : 28 March 2022@15h00

#### **DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION**

- APPLICATIONS FOR ATTENTION** : forwarded to 35 Rissik Street, Surrey House, Johannesburg, 2000.
- CLOSING DATE** : Ms. Karabo Sekhothe  
30 March 2022
- NOTE** : Applications should be submitted manually or posted using new Z83 form accompanied by CV and copies of qualifications, Identity documents and any other relevant documents. driver's license (where appreciate). Such copies need not be certified when applying for a post. Certified documents will be required from shortlisted candidates "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 01st January 2021, a new application form which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 01 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered". Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation. The Department reserves the



right to withdraw posts if by doing so, the interests of the Department will be best served.

#### OTHER POST

- POST 09/165** : **ASSISTANT DIRECTOR: SPORT DEVELOPMENT AND SCHOOL SPORT REF NO: REFS/013412**  
Directorate: Sport Development and School Sport
- SALARY** : R382 245 per annum, (plus benefits)  
**CENTRE** : Northern Corridor (Tshwane Region B)  
**REQUIREMENTS** : The successful candidate should have a grade 12 certificate, a 3-year tertiary qualification (National Diploma/Degree) in a sport related field. A minimum of 3 – 5 years' experience in implementation of Sports development and or School Sports programmes. Skills: strategic planning, policy analysis and development, planning and organizing, decision making, project management, communication, computer literacy, interpersonal relation. A valid drivers' license is compulsory.
- DUTIES** : Develop, review, and implement policies, manage, planning, development, coordination of Sport Development and School Sport programmes in the corridor. Monitor compliance with legislative requirements, policies and producers and grant in aid, monitor the promotion of Sport Development and School Sport in the corridors, local and internal stakeholder liaison and engagements. Create an enabling environment for local and provincial programmes including talent identification. Stakeholder management. Support the hosting of Sports Development and School Sports events in the province. Produce related progress reports. Assist in the promotion of social cohesion and nation building programmes in the province.
- ENQUIRIES** : Ms. Karabo Sekhothe Tel No: (011) 355 2606