

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

**ERRATUM: ODI DISTRICT HOSPITAL: DEPARTMENT OF HEALTH:** Kindly note that the following post of Admin Clerk (X2 Posts) with Ref No: ODI/24/02/2022/04 advertised in Public Service Vacancy Circular 08 dated 04 March 2022, The salary level has been amended as follows: R176 310 (Level 05). Those who previously applied are encouraged to re-apply. Enquiries: Mr R.N Sithole Tel: 012 725 2443. The closing date has been extended to 08 April 2022

**MAMELODI REGIONAL HOSPITAL:** Kindly note that the following posts of Operational Manager – Speciality (Trauma & Emergency) Ref No: HRM/2022/04 was advertised in Public Service Vacancy Circular 10 dated 18 March 2022 with the closing date of the 04<sup>th</sup> of April 2022, Under the requirements: The Minimum number of Seven years recognizable experience in nursing at least five (5) years of the seven (7) years referred above should be relevant experience after obtaining the post basic qualification in Trauma and Emergency. It should be replaced with: The Minimum number of Nine (9) years recognizable experience in Nursing and at least five (5) years should be relevant experience after obtaining the post basic qualification in Trauma and Emergency. The closing date will be extended to the 19<sup>th</sup> of April 2022. And Complaints Manager (Patient Care) with Ref No: HRM/2022/08 was advertised in Public Service Vacancy Circular 10 dated 18 March 2022 with the closing Date of the 04<sup>th</sup> of April 2022, Under requirements: The Minimum number of ten years' experience as a Professional Nurse. It should be replaced with: The minimum number of seven (7) years recognisable experience in nursing after registration as a Professional Nurse. All applicants who previously applied are encouraged to re-apply. The closing date will be extended to the 19<sup>th</sup> of April 2022.

**OTHER POSTS**

<b><u>POST 11/82</u></b>	:	<b><u>OBSTETRICIAN AND GYNECOLOGIST SPECIALIST – GRADE 1, 2 OR 3 (1 POST) REF NO: OBSY&amp;GYANE- 03/2022</u></b> Directorate: Medical
<b><u>SALARY</u></b>	:	Grade 1: R1 122 630 – R1 191 910 per annum, (all inclusive) Grade 2: R1283 592 - R1 362 363 per annum (All-inclusive package) Grade 3: R1.489.665 – R1 862.412 per annum (all-inclusive package)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Thelle Mogoerane Regional Hospital (TMRH) Appropriate MBChB or equivalent that allows registration with the Health Professionals Council of South Africa (HPCSA) and further qualification as a Medical Specialist in Obstetrics and Gynecology, registered with HPCSA. Experience: Further experience as an Obstetrician and Gynecologist after registration with the HPCSA will be an added advantage. Inherent Requirement of the Position: Must be willing to form part of the commuted overtime for medical specialists, be able to provide 24/7 clinical services. Competencies: Must have strong clinical and leadership skills, support Gauteng Health Clinical governance; experience of training and teaching of student and qualified health care practitioners, and a desire for research. Must have managerial experience, good interpersonal relations, strong leadership skills, communications, analytical and problem-solving skills. Must have Computer literacy (MS Word, MS Excel, and Power Point, etc.). 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. Ability to plan and organize work to achieve objectives. Apply problem solving strategies. Manage own performance and development. Plan service delivery to meet client expectations and communicate as a manager in the public service. Liaison within the hospital and other health care facilities.

**DUTIES**

: ensure effective, efficient clinical service Delivery, clinical and corporate governance with the Maternal and Child Health Department at Thelle Mogoerane Regional District Hospital. Clinical & Administrative leadership of the Obstetrics & Gynecology Department. Training and Research within the Institution, at district and Community levels through supportive supervision and clinical governance within a team. Responsible for delivery of quality health care of Obstetrics & Gynecology patients at all levels within the health district. Primary support Obstetrics & Gynecology within the institution, in provision of services for Maternal and Child Health patients. Secondary support Primary Health Care Facilities. Support dissemination and implementation of clinical protocols and standard treatment guidelines aligned with National Core Standards. Provide support to ensure appropriate infrastructure, equipment, resources, and sundries for the provision of quality clinical care within the institution. Maintain personal competency by spending 15% of time on continuing professional education. Spend at least 80% of time on supporting the improvement of clinical services within the institution. Facilitate and participate in training and mentorship of health professionals and students within the health sciences. Support surveillance, health information, communication, and referral systems. Support and participate in risk management activities, clinical audit, and quality improvement cycles. Implement effective monitoring and evaluation processes, data use and reporting. Engage relevant stakeholders. Present regular reports on activities, health services and programmes. Assist with strategic and operational planning of services within the hospital and Ekurhuleni cluster. 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.

**ENQUIRIES**  
**APPLICATIONS**

: DR C Ndobe Tel No: (011) 891 0305/060 961 2628  
: Applications should be hand delivered to Deputy Director: Human Resource, Thelle Mogoerane Regional Hospital between 8am and 3pm at First Floor, Main Admin Building.

**CLOSING DATE**

: 15 April 2022

- POST 11/83** : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/013545 (X 1 POST)**  
 Directorate: Internal Medicine (Cardiology: Joint post with the University of the Witwatersrand)
- SALARY CENTRE REQUIREMENTS** : R1 122 630 per annum (All-inclusive package)  
 : Chris Hani Baragwanath Academic Hospital  
 : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a Cardiology Sub-Specialty. Registration with the HPCSA as a Medical Specialist in a normal specialty. Experience in the public sector would be an advantage. This experience should be in terms of clinical service provision, teaching and research. Highly motivated and enthusiastic in order to contribute positively to the Division of Cardiology. 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.
- DUTIES** : Provision of a comprehensive clinical service for patients at Chris Hani Baragwanath Academic Hospital; provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of Medical Registrars and Fellows in Cardiology. 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.
- ENQUIRIES APPLICATIONS** : Prof Nethononda Tel No: (011) 933 8393/ 0193  
 : 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](http://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](http://www.dpsa.gov.za/documents). According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act,

Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

- CLOSING DATE** : 08 April 2022
- POST 11/84** : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/013546 (X 1 POST)**  
Directorate: Internal Medicine (Cardiology: Joint post with the University of the Witwatersrand)  
(Three (3) Years Contract)
- SALARY** : R1 122 630 per annum (All-inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a Cardiology Sub-Specialty. This is a 3 years training Fellowship in Cardiology and the candidate will be expected to write the Certificate in Cardiology Registration with the HPCSA as a Medical Specialist in a normal specialty. Proof of current HPCSA registration for April 2021/March 2022 Card or Receipt of current registration with HPCSA. Experience in the public sector would be an advantage. This experience should be in terms of clinical service provision, teaching and research. Highly motivated and enthusiastic in order to contribute positively to the Division of Cardiology. 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.
- DUTIES** : Provision of a comprehensive clinical service for patients at Chris Hani Baragwanath Academic Hospital; provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of Medical Registrars and Fellows in Cardiology. 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.
- ENQUIRIES** : Prof Nethononda Tel No: (011) 933 8393/ 0193  
**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](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>.
- NOTE** : 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](http://www.dpsa.gov.za/documents). According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered.

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

- CLOSING DATE** : 08 April 2022
- POST 11/85** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/01347 (X 1 POST)**  
Directorate: General Surgery
- SALARY CENTRE REQUIREMENTS** : R833 523 per annum (All-inclusive package)  
: Chris Hani Baragwanath Academic Hospital  
: Appropriate qualification that allows registration with the HPCSA as Medical Officer. Registration with HPCSA as independent practitioner. Proof of current HPCSA registration for April 2021/March 2022 Card or Receipt of current registration with HPCSA. Ability to establish a working relationship in a multidisciplinary team with anaesthesia, ICU, nursing team and emergency department staff. Managing and supervising junior staff members in your team. Ability to adapt to rotations within surgical units namely Acute Care Surgery, Hepatopancreatobiliary and Upper GIT, Breast, Colorectal, Endocrine and Soft Tissue, Burns, Vascular and Trauma. Ability to work under pressure and under supervision. Ability to take orders and guidance from senior colleagues with no conflict. Reliability, leadership, discipline, and self-confidence. A valid driver's license.
- DUTIES** : Management of General Surgery patients in emergency unit, ICU, high dependency unit and ward under supervision. Booking and assisting in theatre lists both emergency and elective cases. Administrative duties within each unit. Daily management of in-ward patients including examination, management, and resuscitation. Triage and admissions of emergency surgery and trauma patients. Management of Surgical Outpatient Department patients.
- ENQUIRIES APPLICATIONS** : Dr Ndwambi and Ms Ethel Moledi –Tel: 011 933 9267/8804  
: 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](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>.
- NOTE** : 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](http://www.dpsa.gov.za/documents). According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the

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

- CLOSING DATE** : 08 April 2022
- POST 11/86** : **MEDICAL OFFICER GRADE 1- GRADE 3 REF NO: EHD2022/03/06 (3 POSTS)**  
Directorate: Mental Health
- SALARY** : Grade 1: R833 523 – R897 939 per annum (All-inclusive remunerative package)  
Grade 2: R953 049 – R1 042 092 per annum (All-inclusive remunerative package)  
Grade 3: R1 106 037 - R1 382 802 per annum (All-inclusive remunerative package)
- CENTRE REQUIREMENT** : Ekurhulenu Health District  
: Basic medical degree (MBBCH or equivalent) and currently registered with the Health Professionals Council of South Africa (HPCSA) as a Medical practitioner. Post graduate diploma/degree in Mental Health/Psychiatry with relevant additional experience working in Mental Health /Psychiatry will be an advantage. **Grade1:** Less than 5 years appropriate experience as a Medical Officer. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Officer. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Officer after registration with HPCSA. Recommendations: Experience working in district health services (including in clinics). Experience in general medical practice, mental health care, PHC, HAST, EBM and use of current clinical protocols. Requisite clinical skills include consultation, history taking, examination, clinical assessment, management procedures and ensuring continuity of patient care. Good professional attitude/conduct, good communication skills, good professional ethics, teamwork ability, good medical records keeping. Willingness to work/participate in outreach programmes in any PHC facility in the district service. Competency Profile: Appropriate treatment of mental health conditions to prevent relapse. Ability to refer patients, make recommendations, provide advice and deliver information in the form of reports to all disciplines in the district mental health team. Ensuring proper referrals between hospitals and clinic and completion of correct referral documents from community to hospital. Following correct procedures for the down referrals of clients. Ability to manage a multidisciplinary team and work together with nurses, psychologists, occupational therapists and social workers for optimal patient's management.
- DUTIES** : Support the provision of PHC services in the Community Health Centers, clinics and District hospitals within the district health services (DHS) by providing optimal mental health care, mentoring and supervision of health care professionals through integrated approach programmes. Participate in 24hour PHC services including Medico-legal and EMS. Use protocols and guidelines in patient management and ensure appropriate referrals services in

accordance with national and provincial strategies. Give caregivers skills to manage patients optimally. Assist the facility in ensuring that it has adequate and correct medication for service users. Support the development of the Mental Health/Psychiatry in the district and participate in academic teaching and learning Mental Health, Family medicine & PHC units in the district. Support the training and the CPD/CME activities for nurses, intern and community services doctors in the district. Support/participate in the development of district research projects. Perform any other duties delegated by Supervisor/Manager.

- ENQUIRIES** : DR K Maaroganye Tel No: 011 876- 1717
- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting delivery to 40 Catlin Street Germiston 1400 or Private Bag X 1005 Germiston 1400. Attention: Human Resource Manager.
- NOTE** : People with disabilities are encouraged to apply, Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and settlement allowance will be paid.
- CLOSING DATE** : 08 April 2022
- POST 11/87** : **REGISTRAR REF NO: REG01/04 (1 POST)**  
Directorate: Maxillofacial and Oral Surgery
- SALARY** : R833 523 – R871 593 per annum (inclusive package), exc. commuted overtime
- CENTRE** : Wits Oral Health Centre
- REQUIREMENTS** : Registration with HPCSA as Dentist in category Independent Practice. Two years' experience as a Dentist excluding Community Service. Primary exams are a prerequisite for this post. Applicants must have shown specific interest for Maxillofacial and Oral Surgery and may have a post-graduate qualification. Service in the public sector, ATLS and Basic Surgical skills will have an added advantage
- DUTIES** : Incumbents will follow a course of study which on successful completion will entitle the graduate to register with HPCSA as a specialist in Maxillofacial and Oral Surgery. Training will involve treatment of a variety of patients in oral and maxillofacial surgery, doing research and assisting with teaching and training of undergraduate students and involvement in the service rendering and administrative duties of the department.
- ENQUIRIES** : Prof RE Rikhotso Tel No: (011) 717 2130
- APPLICATIONS** : New Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown No faxed applications will be accepted.
- NOTE** : This training post is a joint appointment for Gauteng Health and Wits University. Applicants to attach copies of all the necessary documents (qualifications) to the application including a detailed and up-to-date CV with names and e-mail addresses of three recent (3) referees, a valid identity document, relevant certificates and current proof of HPCSA. Such copies need not be certified when applying for the post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications without proof of the necessary documents will be disqualified. Applications received after closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates.
- CLOSING DATE** : 15 April 2022
- POST 11/88** : **REGISTRAR REF: REG01/03 (2POSTS)**  
Directorate: Community Dentistry
- SALARY** : R833 523 – R871 593 per annum (inclusive package), exc. commuted overtime
- CENTRE** : Wits Oral Health Centre
- REQUIREMENTS** : Registration with HPCSA as Dentist in category Independent Practice. Two years' experience as a Dentist excluding Community Service. Applicant must show specific interest in Community Dentistry and may have a post-graduate qualification.

- DUTIES** : Incumbents will follow a course of study which on successful completion will entitle the graduate to register with HPCSA as a specialist in Community Dentistry. This requires working in the community for situation analysis and community epidemiology, advocacy, carry out research, rotations, and assist with teaching and training of undergraduate students and involvement in the service rendering and administrative duties of the department.
- ENQUIRIES APPLICATIONS** : Dr Y Malele-Kolisa Tel No: (011) 717 2594  
: New Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown No faxed applications will be accepted.
- NOTE** : This training post is a joint appointment for Gauteng Health and Wits University. Applicants to attach copies of all the necessary documents (qualifications) to the application including a detailed and up-to-date CV with names and e-mail addresses of three recent (3) referees, a valid identity document, relevant certificates and current proof of HPCSA. Such copies need not be certified when applying for the post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications without proof of the necessary documents will be disqualified. Applications received after closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates.
- CLOSING DATE** : 08 April 2022
- POST 11/89** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/013548 (X 2 POSTS)**  
Directorate: (Obstetrics and Gynaecology)
- SALARY CENTRE REQUIREMENTS** : Grade 1: R833 523 per annum (All-inclusive package)  
: Chris Hani Baragwanath Academic Hospital  
: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner Registration with the HPCSA as Medical Practitioner and proof of current registration. Proof of current HPCSA registration for April 2021/March 2022 Card or Receipt of current registration with HPCSA. No experience required.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. 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). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.
- ENQUIRIES APPLICATIONS** : Prof Y Tel No: (011) 933 8156  
: 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](http://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](http://www.dpsa.gov.za/documents). According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not



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

**CLOSING DATE**

:

08 April 2022

**POST 11/90**

:

**MEDICAL OFFICER GRADE 1 REF NO: REFS/013549 (X3 POSTS)**

Re-Advertisement, Those Who Previously Applied Are Encourage To Re-Apply

Directorate: Radiology

**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. FC Rad Part 1 will be added an advantage. Proof of current HPCSA registration for April 2021/March 2022 Card or Receipt of current registration with HPCSA. Training opportunities are inter alia available in Radiology Department.

**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 meeting like mortality meetings, near miss meeting and completing MEDICO Legal Documents timeously (e.g. 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. Medical Officers will inter alia be responsible for rendering of clinical services, assessment and treatment of patient, Medical Officers will be rotated through related units in the department.

**ENQUIRIES**

:

Prof Mngomezulu Tel No: (011) 933 8393/ 0193

**APPLICATION**

:

Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor,

**NOTE**

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](http://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](http://www.dpsa.gov.za/documents). According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply. 8 April 2022

**CLOSING DATE**

**POST 11/91**

**CLINICAL PSYCHOLOGIST REF NO: REF NO/ CL/PSY – 03/2022 (X 1 POST)**

**SALARY**

Grade 1: R713 361 – R784.278 per annum  
Grade 2: R832 398 – 923 847 per annum  
Grade 3: R966.039 – R1 137 936.per annum

**CENTRE REQUIREMENTS**

Thelle Mogoerane Regional Hospital  
Grade 12 Certificate with Appropriate qualification that allows registration with the health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with HPCSA as a Clinical Psychologist and proof of current registration. **Grade 1:** No experience required after registration with HPCSA as a Psychologist in respect of RSA qualified employees who performed community service in the relevant profession as required in South Africa. One-year experience post qualification if foreign national. **Grade 2:** Eight years' experience after registration with HPCSA. **Grade 3:** Sixteen years' experience after registration with HPCSA. The ability identifies and diagnose psychopathology, psychiatric disorders and psychological conditions.

**DUTIES**

Assessing, diagnosing and providing interventions to clients who are dealing with psychological challenges, including development difficulties, psychological distress and/or psychopathology. Applying evidence –based and culturally applicable psychological interventions to clients presenting with psychological and /or psychiatric conditions or problems. Appropriate referral to other professionals when indicated. To give advice on the development of policies. Consider relevant aspects of psychological theory and research.

Designing, managing and evaluating programmes aimed at alleviating psychological distress or psychiatric conditions. Training and supervision of other registered Clinical psychologists intern Clinical Psychologists and Clinical psychology students, when it becomes applicable. Conducting psychological work in an ethical manner, as well as adhering to the scope of practice of Clinical Psychologists as specified in the Health Professions Act, 1974. Conducting, Managing and designing research, as well as reporting on such research. Supervision of Psychological research. Provision of Expert opinion and /or evidence.

**ENQUIRIES  
APPLICATIONS**

: MS D Chauke Tel No: (011) 891 7289  
 : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1<sup>st</sup> Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

**NOTE**

: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical 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 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.

**CLOSING DATE**

: 15 April 2022

**POST 11/92**

: **HEAD OF DEPARTMENT: ACADEMIC PND III REF NO: 013452 (X2 POSTS)**  
 Re Advertisement Post. Candidates Who Applied Previously Need To Re-Apply  
 Directorate: Nursing Education and Training

**SALARY  
CENTRE  
REQUIREMENTS**

: PND III: R588 390 – R682 098 per annum (plus benefits)  
 : Gauteng College of Nursing (Ga-Rankuwa Campus)  
 : A Grade 12/National Senior Certificate. A Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/ Accoucheur. A Post-basic qualification in: Nursing Education and Nursing Administration registered with SANC. Proof of current registration with SANC. A minimum of 9 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery. A minimum of 5 years, of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the one-year Post–basic qualification in Nursing Education. A post basic qualification in R.212, R.48 programme. Master's degree in Nursing or Midwifery. Computer literacy. Valid driver's licence. Skills and Knowledge: Knowledge of procedures and processes related to basic and post basic programmes, knowledge of relevant Acts and Legislations, Code of ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resource and Finance matters. Sound communication and Leadership skills. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure.

**DUTIES** : Coordinate the facilitation of teaching and learning in theory. Coordinate Work Integrated Learning (WIL). Collaborate with other stakeholders and build a sound relationship within the Department of Health. Participate in day-to-day management of the Campus. Coordinate scholarly research and community engagement activities. Facilitate budget needs for Academic components of the campus. Provide Academic support to students. Develop, implement, review, and evaluate the curricula of academic programmes.

**ENQUIRIES** : Govene B (Mr.) Tel No: 073 253 8671  
**APPLICATIONS** : Applicants can apply online at <http://professionaljobcentre.gpg.gov.za>. NB: For assistance with online applications, please email your query to [e-recruitment@gauteng.gov.za](mailto:e-recruitment@gauteng.gov.za).

**NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender, and disability. Application must be submitted on New Z83 form obtainable from any Public Service Department or from the website. Drivers' License and copies of qualifications must be attached. Required documents need 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 specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability checks (PSC) - Verification, upon appointment within the Department. This verification process entails reference checks; identify verification, qualifications verification, criminal record checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance. Incomplete applications or applications received after the closing date will not be considered. 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. No hand delivery faxed, or emailed applications will be accepted. The Department reserves the right not to make an appointment to the advertised post(s).

**CLOSING DATE** : 08 April 2022

**POST 11/93** : **OPERATIONAL MANAGER NURSING (PHC) REF NO: EHD2022/03/07**  
Directorate: Primary Health Care

**SALARY** : R571 242 - R642 933 per annum (plus benefits)  
**CENTRE** : Ekurhuleni Health District (Daveyton Main Clinic) ESDR  
**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of government notice no R48 in the relevant specialty. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy is essential. A valid Driver's license is essential. Knowledge of all Legislation relevant to Health Care Services.

**DUTIES** : Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and provide clinical services. Participate in facility operational plans, Management of equipment and machinery. Management of HR, Finances, Supply Chain within the facility. Ensure clinical practice by the clinical team and school health teams in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify targets, gaps and take remedial steps. Ensure proper record keeping within the facility. Management of resources within facility. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the core standards & ideal clinic. Ensure community participation and support ward outreach teams. Manage labour relation issues. Ensure implementation of Government policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of

quality Health care. Perform any other delegated duties by Supervisor/Manager. Deputize the Assistant Manager when then the need arises.

**ENQUIRIES  
APPLICATIONS**

: Ms N.M Xaba Tel No: (011) 421-4901  
: 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. 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](http://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**

: 08 April 2022

**POST 11/94**

: **OPERATIONAL MANAGER (SPECIALITY) PNB 3 REF NO: HRM 3/22 (1 POST)**  
Directorate Nursing

**SALARY  
CENTRE  
REQUIREMENTS**

: R571 242 - R642 933.per annum (plus benefits)  
: Sterkfontein Hospital  
: Appropriate Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council as a Professional Nurse. A one year post basic qualification in Advanced Psychiatry which is accredited by SANC. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least five years of the period above must be appropriate/recognisable experience in Psychiatry after obtaining the advanced psychiatric qualification. Proof of current registration with SANC. Good interpersonal, communication and leadership skills. Knowledge of the Mental Health Care Act, Criminal Procedure Act PFMA, Public Sector Regulations, Regulated Norms and Standards and other legislative framework. Must be Computer literate and have a valid driver's license.

**DUTIES**

: Deputize for Nursing managers in their absence and take charge of the hospital after hours, at night, during weekends and public holidays. Demonstrate basic understanding of Human Resource Policies and practices through effective implementation of PMDS, Disciplinary Code, leave management and Supply Chain Management Procedures. Ensure effective, efficient coordination and integration of quality specialised nursing care and management of complex psychiatric cases through implementation of advanced procedures and nursing interventions that are in accordance with the developed care plan and best practice standards. Compliance to Batho Pele Principles, Mental Health Care Act procedures and Quality Assurance Standards. Drive the implementation of the National Nursing Strategy. Participate in hospital committees, training, coaching and mentoring of young nurses.

**ENQUIRIES  
APPLICATIONS**

: Ms. Sono Tel No: 011 951-8202  
: Application must be submitted on a fully completed new format Z83 (81/971431 [www.dpsa.gov.za](http://www.dpsa.gov.za)) CV, copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

**NOTE**

: The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies) If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be

subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.

**CLOSING DATE**

: 08 April 2022 at Time: 12H00

**POST 11/95**

: **CHIEF SPEECH THERAPIST REF.NO: CHBAH 553 (X1 POST)**

Directorate: Speech Therapy

**SALARY**

: R473 112.per annum (All-Inclusive Package)

**CENTRE**

: Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS**

: Degree in Speech Therapy. Registration with the HPCSA and a Speech therapist with independent practitioner status, proof of current registration for the period 2022/2022.A minimum of 3 years appropriate experience (excluding) community service. Experience in rehabilitation of adults within a tertiary setting. This should include complex neurological and neurosurgical conditions. Candidates with experience in head and neck cancer, burns, critical care and AAC will be given preference. Computer literacy and use of platforms such as Teams and Zoom. Knowledge of public service legislation, policies and procedures. Good written and oral communication skills. Supervisory, planning and organization skills. Good teamwork and conflict resolution skills. Knowledge of budget planning and resource monitoring. Experience in a public hospital and evidence of further relevant training and development. Research in a public service context. Participation in provincial and/or national workgroups will be an advantage.

**DUTIES**

: Manage and lead (plan, coordinate and implement) the adult speech therapy section and manage own patient load. Provide evidence based advice on complicated clinical cases .Coordinate meetings, audits, and service evaluation within the adult speech therapy sub-section. In the absence of the head of the department, the chief speech therapist is expected to attend relevant meetings and assume certain functions of the HOD. Monitor, motivate for and complete procurement processes for new equipment. Promote and implement ongoing research in the sub-section. Assist with implementing and monitoring effective record keeping, accurate statistics collection and analysis and adherence to quality assurance measures. Supervise, mentor and manage production level and community service speech therapists and students. Ensure knowledge and skills transference. Monitor the use of resources and adherence to protocols within the sub-section. Work as a member of the multidisciplinary team. Manage and implement consultation and support to cluster facilities. Manage and monitor down-referrals of speech therapy patients. Communicate effectively and respectfully with patients, colleagues and stakeholders. Contribute to a positive departmental identity. Contribute positively to staff morale and well-being. Contribute to departmental planning, budgeting, monitoring and evaluation. Provide input into the departmental demand plan. Develop, implement and monitor the annual operational plan for the sub-section. Submit monthly reports to the HOD. Implement Ideal Hospital Standards in the speech therapy & audiology department. Implement guidelines and contribute to the development of protocols aligned to provincial and national strategies and priorities. Attend meetings and training as approved by the HOD. Comply with the Performance Management and Development System.

**ENQUIRIES**

: Dr Sadna Balton Tel No: 011 9339269

**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**

: No faxed or emailed applications will be considered. 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](http://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). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and 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, 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** : 08 April 2022
- POST 11/96** : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: REFS/013550 (X 1 POST)**  
Directorate: Supply Chain Management
- SALARY** : R452 895 per annum
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : National Diploma in Electrical Engineering or SAQA level 6 Engineering qualification. 6 years (Six) experience in the repair and maintenance of medical equipment (Clinical Engineering) off which minimum of three-years (3) experience in the maintenance, repair and management of medical equipment in a hospital environment. A valid driver's license. Registration with the Engineering Council of South Africa (ECSA) with proof of current registration. Computer literacy. Sound verbal and written communication skills. Sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Ability to work under pressure and to take initiative and in a team. Have an exceptional knowledge of medical equipment, its characteristics functionality and compatible accessories so as to advice Clinicians appropriately, when there is technical problem. Have an aptitude as we as desire to help improve healthcare service delivery. Project management, sound judgment and financial control. Knowledge of public service legislation, policies and procedures. Applicant should be prepared to undergo medical surveillance as an inherit job requirement.
- DUTIES** : Manage and Maintain all medical equipment at CHBAH as per the manufacture's specification and Health. Manage and maintain the medical equipment installed base including Demo and Loan units. Plan and execute timely equipment services to comply with the manufacture's specifications and ensure that correct service intervals are adhered to Create and maintain a service history database of all service, maintenance and repairs on all medical equipment to ensure that only economically viable equipment is maintained and repaired. Repair and maintain all medical equipment, supervision of Clinical Engineering Technicians, keep documented and electronic record of repairs and maintenance of equipment, training of clinical engineering students, end users and other staff in the safe use of medical equipment, monitor maintenance contract and report monthly thereon, monitor and manage equipment maintenance schedule. Oversee medical equipment contracts and monitor and record turnaround times. Ensure results of all maintenance (reactive and preventative maintenance) are captured accurately on the hospital system, these entries should include spares used, labour

involved, associated costs, tasks performed, actions taken, and persons/suppliers involved in accordance with the hospital guidelines and technical requirements. Ensure that medical equipment works effectively and safely. Perform in-house preventive maintenance, repairs and installations on all medical equipment where you have received factory training. Coordinate the utilisation of technical and financial resources. Financial control through proper budgeting and control of outsourced services. Use test equipment to perform inspections and diagnosis equipment failure and be able to differentiate between operational and technical problems. Acceptance of service certificate to ensure that equipment returned from service providers has indeed been serviced or repaired, complete with accessories, functioning and ready for use. Ensure commissioning and installation tests are performed prior to acceptance of new, demo or loan equipment and maintain the necessary documentation. Compile yearly budgets per month for scheduled service and maintenance of equipment. Compile medical equipment replacement audits to ensure database accuracy and keep an accurate record thereof. Compile weekly, monthly and yearly reports and submit to the director. Be available for overtime and be on standby as and when required. Adhere to time lines. Be willing to undergo continuous training and development programmes. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

**ENQUIRIES**  
**APPLICATION**

: Ms. TTT Ravele Tel No: (011) 933 0537  
 : 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](http://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](http://www.dpsa.gov.za/documents). According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

**CLOSING DATE**

: 08 April 2022



**POST 11/97** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (EXPANDED PROGRAM ON IMMUNIZATION AND DISEASE SURVEILLANCE) REF NO: EHD2022/03/08**  
Directorate: Primary Health Care

**SALARY CENTRE REQUIREMENTS** : R450 939 – R507 531 per annum (plus benefits)  
: Ekurhuleni Health District ESDR  
: Basic qualification accredited with SANC in terms of Government Notice No. R425 qualification, i.e. Diploma/Degree in Nursing. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse and midwife. Good interpersonal relational skills to work with colleagues and all internal and external stakeholders. Good communication, supervisory and report writing skills. Ability to work independently and under pressure. Valid driver's license is essential. Computer Skills is essential. Experience of EPI and Disease Surveillance Program (attach evidence of short courses attended (EPI and IMCI)). Evidence of current registration with SANC. Good organizational and analytical skills and Supervisory experience will be an added advantage

**DUTIES** : Coordinate the program at the Sub District level. Ensure availability and implementation of policies and guidelines related to the program in all facilities. Performs support visits to facilities, conduct audit of records and take remedial action to address gaps identified. Organize and support workshops and campaigns in the Sub District. Coordinate Sub District Disease outbreak team. Monitor cold chain maintenance and usage of vaccines, follow up and investigate AEFI. Monitor Program Performance and participate in Operational plans and research. Provide professional and technical support for the provision of quality services through proper management of the Programme. Perform all other duties that are delegated by Supervisor/Manager.

**ENQUIRIES APPLICATIONS** : Ms J.F Joubert Tel No: (011) 737- 9746  
: 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. 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](http://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** : 08 April 2022

**POST 11/98** : **OPERATIONAL MANAGER REF NO: CHBAH 548 (X 1 POST)**  
Directorate: Nursing Services (Palliative Care)

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

<b><u>DUTIES</u></b>	:	holistic treatment and care. Knowledge of administrative policies and guidelines.
	:	Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.
<b><u>ENQUIRIES</u></b>	:	Mr B Mulaudzi Tel No: (011) 933 9779/0134
<b><u>APPLICATIONS</u></b>	:	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 <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> or <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a> .
<b><u>NOTE</u></b>	:	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 <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	08 April 2022
<b><u>POST 11/99</u></b>	:	<b><u>ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO: EHD2022/03/09</u></b> (Re-Advertisement) Directorate: Logistics
<b><u>SALARY CENTRE</u></b>	:	R382 245 – R450 255.per annum Ekurhulenu Health District

- REQUIREMENT** : Three Year National Diploma in security management NQF level 6, plus 7 years relevant experience of which 3 years must be at supervisory level. Registration with PSIRA is a requirement. Security advisory management course (SSA course),SAMTRAC certificate will be added advantage . Driver's license and computer literacy are essential .Competency E: Knowledge of computer related prescripts, Security Law, MISS, MPSS, OHS and Security Risk Management. Knowledge of Security Supervision, Security Operational Management, Security Administration, Personnel Security Administration and Security Contingency Management. Good communication and interpersonal relations skills and problem-solving skills
- DUTIES** : The purpose of this position is managed and coordinate security services with Ekurhuleni Health District. To manage the information security, physical security and administration security. Manage security policy and procedures implementation. Conduct security assessment and report security breaches to South African Police services (SAPS) and Gauteng Department of Health. Investigate security breaches .Create, interpret and report on security management information and advice management on security related issues. Attend meetings and provide feedback to staff and management. Conduct security awareness and training. Implement locking system control. Hold monthly meeting with contracted security contractors and generate reports. Monitor the performance of contractors in line with the Security Service Level Agreement. Perform any other duties delegated by Supervisor/Manager.
- ENQUIRIES** : DR N. Zwane Tel No: (011) 876- 1753
- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting delivery to 40 Catlin Street Germiston 1400 or Private Bag X 1005 Germiston 1400. Attention: Human Resource Manager.
- NOTE** : People with disabilities are encouraged to apply, Employment equity profile will be taken into consideration. Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S&T claims and settlement allowance will be paid.
- CLOSING DATE** : 08 April 2022
- POST 11/100** : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: EHD2022/03/10**  
Directorate: Human Resource Management
- SALARY** : R382 245 per annum (plus benefits)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Grade 12 with (NQF leve l 6) post matric qualification in Human Resource Management / Human Resources Development as recognized by SAQA. Minimum of 5 years' experience in HRD at salary level or Supervisory level. Skills Development Facilitator; Assessor and Moderator will be an added advantage. Computer Literacy and Valid Driver's License is essential. Skills: problem solving organizing, strategic planning computer utilization, change/diversity management, team building, conflict resolution, presentation, and facilitation. Communication verbal and written.
- DUTIES** : Monitor the co-ordination of training and development interventions, co-ordinate the identification of training and developmental needs, co-ordinate and oversee the development of and monitor the implementation of workplace skills plan for the district. Ensure implementation of training and development programmes (including learner ships). Manage and co-ordinate the implementation of District Employment Equity Plan & Training plan. Lead Employment Equity Committee and Training committee of the district. Be part of Provincial Employment Equity Committee Co-ordinate and Implement Onboarding programme and Inservice trainings on HR policies for all personnel in the district. Ensure compliance to PRAAD policy. Coordinate PMDS for the district. Perform any other delegated duties.
- ENQUIRIES** : Mr A. Mdunyelwa Tel No: (011) 876-1721
- APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- 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](http://www.dpsa.gov.za). Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. If you have not been contacted within

three (3) months after the closing date, please accept that your application was unsuccessful. 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** : 08 April 2022
- POST 11/101** : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: EHD2022/03/11**  
Directorate: Hast
- SALARY** : R382 245 per annum (plus benefits)  
**CENTRE** : Ekurhuleni Health District  
**REQUIREMENTS** : Diploma /Degree in Health-related qualification. Grade 12 or equivalent qualification. Minimum of 7 experience in HIV/AIDS .3 years' experience in supervisory .Post qualification in Monitoring and Evaluation /HIV/AIDS will be an added advantage. Minimum of 3 years' experience in Monitoring and evaluation. Experience in quality improvement, implementation of quality methodology for monitoring and evaluation .Knowledge of the District Health Information System (DHIS), Biostatic, or other analytical tools (TIER.NET,DHIS. EDR WEB etc. will be an added advantage. Knowledge in TB and HIV. Computer skills is essential and valid driver's license is essential. Data analysis, problem solving and communication skills.
- DUTIES** : Manage the departmental monitoring and reporting requirements to different stakeholders. Develop DHP, Business Plan, Operational Plan. Develop sub directorate operational plan. Compile and submit TIER.NET, DHIS and EDR WEB reports. Coordinate auditing of performance information, this includes the provision of information sessions and / or advice managers, inclusive of resources / verification of documents as required by the Auditor General. Implement and maintain Performance Information Monitoring and reporting policy, framework, systems, processes and tools. Support facility data verification teams District and Sub District nerve Centre meetings (DPMR/SPMR).Monthly data analysis and verification. Setting of targets .Developments of monitoring and reporting tools. Support data management for HAST Program. Weekly, monthly and quarterly data management for HAST program. Compile monthly, quarterly and annual performance reports.
- ENQUIRIES** : Ms S.A Motloung Tel No: (011) 876-1820  
**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. 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](http://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** : 08 April 2022
- POST 11/102** : **ASSISTANT DIRECTOR: COMMUNICATION OFFICE REF NO: REFS/013565**  
Directorate: Communication
- SALARY** : R382 245 per annum (plus benefits)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Charlotte Maxeke Johannesburg Academic Hospital
	:	Matric and appropriate three (3) year National Diploma or Degree from a recognized SAQA accredited tertiary institution in Public Relations/ Communication Science/ Communication management or Journalism. At least three (3) years' experience as Communication Officer. Skills: sound interpersonal relations, project planning skills, ability to prepare reports. Good communication skills both verbal and written. Must be computer literate. Knowledge: Good understanding and knowledge of communication, must have a valid driver's licence.
<b><u>DUTIES</u></b>	:	Plan, implement and oversee both internal and external communication. Formulate and implement communication strategies. Coordinate outreach and communication activities. Manage effectively and economically the hospital resources for public education, public relations, media services and stakeholder relations. Drive and coordinate generation of good news to cater for various media platforms and formats inclusive of corporate publications, media statements, electronics media, social media, visual and audio, live interviews. Coordinate responses to media enquiries and legislature Responses. Provide communication support to the various department's events and activities. Ensure that hospital has adequate communication materials and publications at all times. Publish quarterly internal newsletters, coordination of the annual open day events. Manage and develop content for hospital's social media accounts. Carry out photo coverage in all events, implement social media strategy in line with departmental corporate identity with cooperate identity manual. Secretary and liaison between hospital board.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Gladys Bogoshi Tel No: 011 488 3792
	:	Applications should be submitted on a (PDF Format only) to the following email-address <a href="mailto:Supportthr.Cmjah@gauteng.gov.za">Supportthr.Cmjah@gauteng.gov.za</a> Only email applications 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.
<b><u>CLOSING DATE</u></b>	:	08 April 2022
<b><u>POST 11/103</u></b>	:	<b><u>ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1 REF NO: EHD2022/03/12</u></b> Directorate: Health Programmes
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R322 746 – R367 299 per annum(plus benefits)
	:	Ekurhuleni Health District
	:	Four-year degree in Environmental Health Registration with the Health Professional Council of Southern African as an Environmental Health Practitioner independent. A minimum of 1-year appropriate experience in Environmental Health and Knowledge and experience with District health services Good communication skills (verbal and written), computer skills is essential (e.g. Microsoft Office), good interpersonal skills. Ability to work in a team, in changing environment and under pressure. Good financial management skills and knowledge of PFMA. A valid driver's license is essential EHPs needs to be part of the Quarantine site committee. Monitor EHS in all quarantine sites within Ekurhuleni Health District. Ensure proper handling and monitoring of Health Care Risk Waste generated during the COVID 19 outbreak. Monitor disinfection and decontamination of premises according to the Infection Prevention and Control COVID19 guideline. Monitor all municipal health services within the quarantine site.TO monitor and reduce environmental nuisance and related risks that could impact on the physical and human health. Conduct Health awareness and health education .Participate in
<b><u>DUTIES</u></b>	:	

the COVID 19 vaccination program. Conduct COVID 19 investigations Conduct COVID 19 bereaved family visits. Monitor COVID 19 vaccination site. Conduct COVID 19 Risk Assessments in all medical and non-medical sites .Monitor the COVID 19 waste generated at the testing and vaccination sites. Provide support to District Environmental Health Manager and Chief Environmental Health Practitioner on other related activities. Execute other tasks/duties delegated by the District Environmental Health Manager / Supervisor.

- ENQUIRIES** : Ms. C. Moumakwe Tel No: 0824977147
- 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. 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](http://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** : 08 April 2022
- POST 11/104** : **OCCUPATIONAL THERAPIST GRADE 1 – GRADE 3 REF NO: EHD2022/03/13**  
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 Qualifications (degree) that allows for the required registration with the health profession council of SA (HPCSA) in the in the relevant profession as an Occupational Therapist. **Grade 1:** No experienced is required after registration with HPCSA as an Occupational Therapist. **Grade 2:** A minimum of 10 relevant experience after registration with HPCSA as an Occupational Therapist. **Grade 3:** 20 years and more relevant experience after registration with HPCSA as an Occupational Therapist. Knowledge in community-based Rehabilitation (CBR) and Primary Health Care Services. Valid drivers' license is essential. A sound knowledge of clinical theory, practice and ethics relating to the delivery of Occupational Therapy services within a clinic setting. Good communication skills (verbal and written). Ability to work in a multidisciplinary team.
- DUTIES** : Suitable candidate will be expected to render effective patient centered Occupational Therapy 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** : Ms A.E Tshivhase Tel No: (011) 876 – 1776

- 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. 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](http://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** : 08 April 2022
- POST 11/105** : **OPTOMETRIST GRADE 1 – GRADE 3 REF NO: EHD2022/03/14**  
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 – R 540 954. per annum (Plus benefits)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Appropriate qualification that allows for the required registration with the Health Professionals Council of South Africa (HPCSA).as an Optometrist with Ocular Diagnostic Privilege. HPCSA registration as an independent Practitioner and Current registration with HPCSA. **Grade 1:** No experienced is required after registration with HPCSA as an Optometrist. **Grade 2:** A minimum of 10 relevant experience after registration with HPCSA as an Optometrist. **Grade 3:** 20 years and more relevant experience after registration with HPCSA as an Optometrist. Certified Copy of Driver's License. A sound knowledge of clinical theory, practice and ethics relating to the delivery of Optometry services within a clinic setting. Good communication skills (verbal and written). Ability to work in a multidisciplinary team.
- DUTIES** : Rendering of Eyecare Services in a community setting in adherence to the scope of practice and health protocols. Examination, diagnosing and treatment of eye conditions as per Optometry scope of practices-ordinate and ensure the promotion and marketing of Optometry Services in the District Perform record keeping, data collection, assist with budget control and asset management. Exercise safeguarding of all consumables and equipment. Implement and maintain Quality Assurance Audits at facility level, Knowledge of Batho Pele Principles, Patients right charter, Ideal clinic and other relevant policies and regulations. Adherence to PMDS. Contribute and participate in continuous professional development activities. Work as part of multi-disciplinary team to deliver better service delivery. Collaborate with stakeholders in the Eye care service delivery. Participate in student training and supervision. Participate in research projects of the district .Communicate effectively within the team. Relieve as and when the need arises. Perform any other duties as delegated by the supervisor
- ENQUIRIES** : Ms A.E Tshivhase Tel No: (011) 876 – 1776
- 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. 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](http://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** : 08 April 2022
- POST 11/106** : **PODIATRIST GRADE 1 – GRADE 3 REF NO: EHD2022/03/15**  
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 REQUIREMENTS** : Ekurhuleni Health District  
Appropriate Qualifications (degree) that allows for the required registration with the health profession council of SA (HPCSA) in the in the relevant profession as a Podiatrist. **Grade 1:** No experienced is required after registration with HPCSA as a podiatrist. **Grade 2:** A minimum of 10 relevant experience after registration with HPCSA as a podiatrist. **Grade 3:** 20 years and more relevant experience after registration with HPCSA as a podiatrist. Knowledge in community-based Rehabilitation (CBR) and Primary Health care services. Valid drivers' license is essential. A sound knowledge of clinical theory, practice and ethics relating to the delivery of podiatry services within a clinic setting. Good communication skills (verbal and written). Ability to work in a multidisciplinary team.
- DUTIES** : Suitable candidate will be expected to render effective patient centered Podiatrist 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
- ENQUIRIES APPLICATIONS** : Ms A.E 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. 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](http://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** : 08 April 2022



- POST 11/017** : **PHYSIOTHERAPIST GRADE 1 REF NO: REFS/006578 (1 X POST)**  
Directorate: Allied
- SALARY** : R322 746 – R367 299 per annum (plus benefits)  
**CENTRE** : Province: Gauteng DR Yusuf Dadoo Hospital  
**REQUIREMENTS** : BSc degree or appropriate qualifications in Physiotherapy that allows for the required registration with Health Professions Council of South Africa as an independent practice Physiotherapist. Current registration with HPCSA. No experience required after completion of community service in Physiotherapist as required in South Africa. Basic computer literacy. Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public operational systems. Experience in a hospital setting will be an added advantage.
- DUTIES** : Render effective patient centred physiotherapy services for in and out-patients in adherence to the physiotherapy scope of practice and health protocols. Carry out delegated duties. Compliance and implementation of standard operational standards in line with the national and provincial strategies. Participate in student training, supervision, and performance evaluation. Monitor proper utilization of allocated financial and physical resources. Implement and maintain the quality assurance and National Core Standard norms at departmental level. Perform record keeping, data collection, procurement and assets management. Contribute and participate in Continuous Professional Development. Participate in research projects in the department. Work closely with the multidisciplinary team.
- ENQUIRIES** : Ms. RE Muvhumbe, Tel No: 011 951 6014  
**APPLICATIONS** : must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
- NOTE** : Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications including matric, HPCSA registration as a certificate and proof of current registration. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 08 April 2022 13:30
- POST 11/108** : **SOCIAL WORKER GRADE 1 REF NO: EHD2022/03/16**  
Directorate: Therapeutic Services
- SALARY** : R261 456 per annum (Plus benefits)  
**CENTRE** : Ekurhuleni Health District  
**REQUIREMENTS** : Bachelor's degree qualification in Social Work, Proof of current registration with the South African Council for Social Services profession (SACSSP). Grade 1, less than 5 years relevant experience after registration with (SACSSP). A valid driver's license is essential. Computer literacy is essential, good communication skills, interpersonal skills, problem solving skills. Experience in working in community-based rehabilitation will be an added advantage. Knowledge in relevant policies, protocols, and guidelines. Public service Act, regulations and Batho Pele principle. Must be proactive, innovative, self-motivated, goal oriented, solution oriented and independent team player.
- DUTIES** : To render social work services regarding care, support, protection and development of individuals, groups, families and communities through relevant programs. To render social work services in the district that complies with the standard and norms as indicated by health policies. To provide community based social work with focus on health promotion, prevention, and community work. To be willing to do outreach programs in the community. To compile monthly reports, statistic, and other administrative work for social work services. Implement and contribute to proper utilization of allocated financial and physical resources. Implement quality assurance policy and develop appropriate quality improvement plan for social work services. To attend staff meetings, social work forums and trainings.

- ENQUIRIES APPLICATIONS** : Ms A.E 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. 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](http://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** : 08 April 2022
- POST 11/109** : **SENIOR COMMUNITY LIAISON OFFICER REF NO: EHD2022/03/17**  
 Directorate: Hast
- SALARY CENTRE REQUIREMENTS** : R261 372 – R307 890 per annum ( plus benefits)  
 : Ekurhuleni Health District  
 : Diploma/Degree in Social Science, Social Worker, Psychology and Health Promotion. Minimum of 3 years' experience in HAST. Computer literacy is essential. Extensive knowledge on HIV and AIDS, STI is strongly recommended. Managerial and networking skills are recommended. Flexibility and ability to adapt to changes. Experience in NPO sector will be an advantage. Good co-ordination skills (verbal and written). A valid driver's license is essential. Be able to work under pressure
- DUTIES** : Provide technical support and mentoring for facility-based Community Health Care Workers (CHWs) and those placed at DoH funded NPO's (HTS, WBoT and Hospice). Ensure that allocated targets are met. Liaise with WBoT team leaders at sub district level. Ensure counselling complies with quality assurance protocols (RTCQI) Proficiency Testing and facility accreditation. Maintain a good relationship between intergovernmental departments and District support partners to ensure that the HAST Programme meet the set objectives. Coordinate and conduct outreach campaigns according to the health calendar in collaboration with the intergovernmental departments, NPO's, Private sectors and CBO's. Coordinate the implementation of NSP 2017 – 2022 and HTS policy including VMMC, TB/HIV collaboration, HTA and adherence clubs. Monitor and strengthen condom distribution in all Primary Distribution sites (PDSs) within NSDR. Monitor and conduct support visits to DoH funded HTS NPO's on monitoring of budget and program compliance. Compile and submit monthly, quarterly and annually reports. Identify training needs for CHW's. Conduct in-service training to capacitate CHW's. Lead and form NPO's forum meeting at a sub district level. Perform any other duties as delegated by the supervisor
- ENQUIRIES APPLICATIONS** : Ms S.A Motloutng Tel No: (011) 876 – 1820  
 : 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. 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](http://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** : 08 APRIL 2022
- POST 11/110** : **SENIOR COMMUNITY LIAISON OFFICER (HEALTH PROMOTION) REF NO: EHD2022/03/18**  
Directorate: Primary Health Care
- SALARY CENTRE REQUIREMENTS** : R261 372 – R307 890 per annum (plus benefits)  
: Ekurhuleni Health District (ESDR)  
: Grade 12 certificate with 5 years' experience in Health Promotion. Diploma/Degree (NQF6) and minimum of 3 years' experience in Health Promotion. Skills: A valid drivers' license and computer literacy is essential. Ability to work in a team and with external stakeholders. Communication skills  
: Know what guides the implementation of Health Promotion. Support and guide implementation of healthy lifestyles in all settings. Support and guide the implementation of Health Promoting Clinics, Schools and ECD's. Ensure availability of condoms in your Sub-District, strengthen condom promotion and distribution. Organize and distribute IEC material. Responsible for health promotion resources. Coordinate and support planning and execution of awareness campaigns and events. Attend meetings and participate in discussions on Health Programme Performance. Compile Weekly, Monthly, Quarterly and Annual reports. Identify needs and plan training for Health Promoters. Support House-Hold Community Component (HHCC) IMCI and Healthy Environment for Children Programme (HECP) Programme.
- DUTIES** : Know what guides the implementation of Health Promotion. Support and guide implementation of healthy lifestyles in all settings. Support and guide the implementation of Health Promoting Clinics, Schools and ECD's. Ensure availability of condoms in your Sub-District, strengthen condom promotion and distribution. Organize and distribute IEC material. Responsible for health promotion resources. Coordinate and support planning and execution of awareness campaigns and events. Attend meetings and participate in discussions on Health Programme Performance. Compile Weekly, Monthly, Quarterly and Annual reports. Identify needs and plan training for Health Promoters. Support House-Hold Community Component (HHCC) IMCI and Healthy Environment for Children Programme (HECP) Programme.
- ENQUIRIES APPLICATIONS** : Ms J.F Joubert Tel No: (011) 737- 9746  
: 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. 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](http://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** : 08 April 2022
- POST 11/111** : **HUMAN RESOURCE CLERK (INFORMATION HELP DESK) REF NO: REFS/013569 (2 POSTS)**  
(Re-Advert)  
Directorate: Human Resources
- SALARY CENTRE REQUIREMENTS** : R261 372 – R307 890. per annum (plus benefit)  
: Dr George Mukhari Academic Hospital  
: A Grade 12 with 3-5 years' experience as Human Resource Generalist. Relevant qualification will be an added advantage. Computer literacy (Proof must be attached). Intermediate or Advanced Excel Certificates will be added advantage. Peral certificate to be attached. Excellent analytical and creative problem-solving skills. Be technological savvy and understand the important HR technologies. Knowledge of the Human resource management systems and HR intelligent apps in the public sector. Excellent interpersonal skills. Good

<b><u>DUTIES</u></b>	:	customer service skills.be willing to be continuously developed and trained. Essential telephone etiquette knowledge. National School of Government courses (attach certificates) will be an advantage. Be willing to work long hours. Greet and welcome HR visitors and have good first impression. Perform all HR enquiries. Conditions of service, Recruitment and Selection and Performance management and development system. Answer the telephone and take messages, transfer calls, putting the caller on hold, checking voice mail. Receive all documents from clients and distribute them accordingly. Attend to HR enquiries and escalate unresolved complex cases. Issue out HR forms and documents to clients. Keep reception area presentable and well maintained. Effective communication with clients, stakeholders and management using various methods of communication. Management of Data base and follow up of inquiries. Update clients and stakeholders. Submission of daily reports for all resolved and unresolved issues. Perform other tasks as allocated by the manager.
<b><u>ENQUIRIES</u></b>	:	Ms. N Gijose Tel no: 012 529 3947
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>NOTE</u></b>	:	Closing Time Will Be 12h00 On The Closing Date. Shortlisted candidates will be subjected to computer assessment. Candidates who previously applied are encouraged to re - apply. Shortlisted candidates will be subjected to computer assessment. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Copies of qualifications, ID copy and a CV must be attached. Applicant need not be certify, only shortlisted applicants will be requested to submit certified documents. The specific reference must be quoted. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check(PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
<b><u>CLOSING DATE</u></b>	:	08 April 2022
<b><u>POST 11/112</u></b>	:	<b><u>HUMAN RESOURCES OFFICER: TRAINING COORDINATOR REF NO: REFS/013563 (1 POST)</u></b> (Re – Advert) Directorate: Human Resources
<b><u>SALARY</u></b>	:	R261 372 – R307 890 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Dr George Mukhari Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	A minimum of a grade 12 or equivalent with 3 years relevant experience. MS Excel (Advanced), MS Word, Outlook and PowerPoint. Valid driver's license. Knowledge of accessing National School of Government online courses. Knowledge of e-learning. Knowledge of relevant prescripts. Diversity management. A relevant tertiary qualification, experience working in an agile delivery environment, relevant upskilling courses, SDF / Assessor / Moderator certificates will be an added advantage. Database Management and Reporting essential. Ability to analyse and evaluate training needs. Experience in researching and reading data and report. Be technological savvy, understand the important HR technologies and HR intelligent apps in the public sector. Strong will for continuous learning.
<b><u>DUTIES</u></b>	:	Conduct Training Needs Analysis, Coordinate the development and submission of the Workplace Skills Plan and Annual Training Reports. Implement the Human Resource Development Strategy and Policies. Administer Internal Bursary scheme. Coordinate and implement training interventions. Coordinate and Facilitate the Internal Induction Programmes and Orientation for the Department. Facilitate the Compulsory Induction programme (CIP). Coordinate and render secretariat support to the Skills Development and Training Committee. Administer and manage the implementation of Graduate/Internship, Learnerships and Apprenticeship

Programmes. Execute all other relevant Training and Skills Development programmes. Monitor the HRD budget. Advise management and staff on training issues. Coordinate & promote On-Line trainings. Diversity management. Administer Performance management and development system.

**ENQUIRIES  
APPLICATIONS**

: Mr. JV Mtinkulu, Tel 012 529 3450  
: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

**NOTE**

: Closing Time Will Be 12h00 On The Closing Date. Shortlisted candidates will be subjected to computer assessment. Candidates who previously applied are encouraged to re - apply. Shortlisted candidates will be subjected to computer assessment. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Copies of qualifications, ID copy and a CV must be attached. Applicant need not be certify, only shortlisted applicants will be requested to submit certified documents. The specific reference must be quoted. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check(PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

**CLOSING DATE**

: 08 April 2022

**POST 11/113**

: **FINANCIAL CONTROLLER REF NO: REFS/006579 (1 X POST)**  
Directorate: Finance

**SALARY  
CENTRE  
REQUIREMENTS**

: R261 372 – R307 890 per annum (Level 7)(plus benefits)  
: Province: Gauteng DR Yusuf Dadoo Hospital  
: Grade 12 with national Diploma in Financial Management/ Accounting or Grade 12 with 5-10 years' experience in the section or Bachelor in Commerce with 3 years' experience in the relevant finance field (cost management accounting, internal auditing, risk management public finance management etc) undergraduate degree may be an added advantage. A minimum of three years' in the financial environment (Public Sector), valid driver's licence. Competencies and knowledge: Business and organisational structures, monitor and evaluation methods, tools, systems and procedures (BAS, SAP, PAAB) cash management. Applicable legislative and regulatory requirements: PFMA, Treasury Regulations, Labour Relations Act, Public service regulation, OHSA, BCEA, prevention and combating of corrupt activities Act. Skills and Expertise: Ability to interpret and implement acts/ legislation, work individually and as a team, ability to work under pressure, analyse high volume and complex data, use computer and respective software's i.e. Excel, Microsoft Word, conform with the ethical conducts, achieve targets within short period of time, haste understanding and management of various behaviour, project coordinating skills. Planning and organising, creative and innovative, verbal and written communication, report writing, problem solving, interpersonal, conflict management.

**DUTIES**

: Budget and Expenditure, preparation of monthly report including the IYM, SAPBAS, BAS, PERSAL, Commitment register, Budget versus expenditure, Expenditure performance, accrual including GRV no invoice, cycle, fruitless and wasteful, irregular and unauthorised expenditure: compilation of budget Bid and budget adjustment, alignment of demand plan with indicative/ approved budget, updating, reviewing and monitoring of the commitment register, attending to web cycle, prevention of fruitless, irregular and unauthorised expenditure. Revenue and receivables: cash and cashier management, compilation of reports including the IYM, parking and accommodation, receipts and deposit, Annexure F, donation, vendors and PAAB reconciliation, TPH 45 (deposit & receipts), petty cash, revenue collection, billing of various funded and non-funded patients accounts, reconciliation of billed and unbilled accounts, follow-up on outstanding

accounts, case management, stakeholder management. supervision entailing, performance system, report writing, employee budget and expenditure, capturing of original budget and adjustment. Compilation of monthly reports including the IYM revenue and expenditure. Reconciliation of SAPBAS, BAS PAAB, BASMEDSAS, BAS PERSAL, SAP E-receipt, receipt and deposit. BAS accommodation, BAS parking. Capturing of invoice from web cycle. Compilation of irregular unauthorised expenditure and fruitless and wasteful and Donation. Supervise and day end the main cashier transaction. Perform bookkeeping support service. Clear suspends account and misallocation. Allocation of expenditure on the RLs 01 and monitor commitment register. Supervise both revenue and expenditure's. performance management system. Attend to audit queries and other administrative duties.

**ENQUIRIES** : Mr. T Lithoko / Ms. L Rangongo, Tel No.: 011 951 6218/6123  
**APPLICATIONS** : Applications must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.  
**NOTE** : Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications including matric. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.  
**CLOSING DATE** : 08 April 2022 13:30

**POST 11/114** : **CLINICAL ASSOCIATE REF NO: REFS/006580**  
 Directorate: Allied (2x post)

**SALARY** : R261 372 – R307 896.per annum (plus benefits)  
**CENTRE** : Province: Gauteng DR Yusuf Dadoo Hospital  
**REQUIREMENTS** : 3 years' bachelor of Clinic Medical Practice (BMCP). Current registration with Medical and Dental Board of Health Professional Council of SA as a Clinic Associate. Psychomotor skills, to be able to perform clinical/medical skilled procedures. Clinical problem solving skills and time management in a district hospital. Previous work experience will be added as advantage in the field in the Clinical Associate work.

**DUTIES** : Perform patient centred consultation across all ages in a district hospital. Apply clinical reasoning in the assessment and management of patients. Perform investigative and therapeutic procedure for district hospital. Provide emergency care. Prescribe appropriate medication within scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of families, communication and health system in practice.

**ENQUIRIES** : Ms. P Molamu Tel No: 011 951 6181  
**APPLICATIONS** : Applications must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.

**NOTE** : Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications and matric. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.

**CLOSING DATE** : 08 April 2022 13:30

**POST 11/115** : **PROPERTY CARETAKER MAINTENANCE REF.NO: CHBAH 549**  
 Directorate: Logistics (Facility Management Unity (F.M.U.)

**SALARY** : R261 372 per annum (Level 7) (plus benefits)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital

- REQUIREMENTS** : Grade 12 or equivalent, and appropriate Trade/Basic Certificate in (electrical/carpentry/bricklaying/painting/plumbing/welding). Three- five years' experience in Artisan and/or maintenance matters. A three-year diploma/degree in build environment will be an added advantage. Ability to plan, organize and manage resources. Knowledge of the PFMA and the OHSA National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Sound analytical and good written and verbal communication skills. Must be computer literate. Willingness to work irregular hours. A valid Driver's License.
- DUTIES** : Effective supervision and management of day-to-day activities of the maintenance staff in the built environment conduct regular site inspections and ensure that all sites comply with the relevant statutory regulations. Receive, attend to and follow up on outstanding job cards, supervise the maintenance of government properties, safeguard and oversee the maintenance of workshop equipment, monitor the removal of refuse and office furniture in the hospital, attend to maintenance related meetings with client departments. Assist with financial and procurement administration processes of workshops/maintenance materials/equipment. Manage staff and yearly-allocated budgets according to the PMDS and PFMA. Identify training needs. Leave management and personnel performance management. Manage minor projects, unplanned maintenance, building condition surveys and the asset register with reference to infrastructure works, do site inspections and reports on hospital's buildings, assist in site handovers, first and final deliveries including the close out reports, facilitate negotiations with contractors, compile scope of work and prepare specifications for in-house projects.
- ENQUIRES APPLICATIONS** : Ms S Mothei Tel.No (011) 933 0158  
: 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](http://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). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and 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, 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** : 08 April 2022

- POST 11/116** : **PROFESSIONAL NURSE (MIDWIFERY) GRADE1/2 REF NO: REFS/006581 (2X POSTS)**  
Directorate: Nursing
- SALARY** : Grade 1: R260 760 – R302 292 per annum (OSD)  
Grade 2: R320 703 – R368 307 per annum (OSD)
- CENTRE REQUIREMENTS** : Province: Gauteng DR Yusuf Dadoo Hospital  
Basic R425 qualification (i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse trained in MIDWIFERY. Current registration with the SANC as a Professional Nurse.
- DUTIES** : Demonstrate effective communication with patients, supervisors and other clinicians including report writing. Work as part of a multidisciplinary team to ensure quality care. Able to plan and organize own work and that of her support team to ensure proper nursing care. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs, requirements and Batho Pele expectations. Work effectively, co-operatively, amicably with persons of diverse intellectual cultural, racial or religious differences. Perform clinical nursing practice in accordance with the scope of practice, nursing standards and quality assurance standards. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practice. Willing to rotate through departments, work night duty. Promote quality of nursing care as directed by the professional scope of practice and standards. Work as a team player. Guide and teach or mentor those in a level under you. Able to lead and supervise a team in the unit, knowledgeable in aspects of Ideal Hospital Realisation, Management of complaints and Patient's safety Incidents. Willing to attend in-service training.
- ENQUIRIES APPLICATIONS** : Ms. D.S Ngwenya Tel No: 011 951 6045  
must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.
- NOTE** : Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID and qualifications. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to Personnel Suitability Check (PSC) – Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993
- CLOSING DATE** : 08 April 2022 13:30
- POST 11/117** : **STAFF NURSE GRADE 1 REF NO: REFS/006582 (2 X POST)**  
Directorate: Nursing
- SALARY** : R171 381 - R192 879 per annum (plus benefits)
- CENTRE REQUIREMENTS** : Province: Gauteng DR Yusuf Dadoo Hospital  
Qualification that allow registration with SANC as a Staff Nurse. Current registration with SANC as a Staff Nurse.
- DUTIES** : Execute nursing care plan for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and maintain hygiene, comfort and re-assurance of patients' administration of oral medication and carry out other procedure according to scope of practice. Supervise and maintain fluid balance, oxygen and sensory promote healing of wounds, fractures and protection of skills. Prepare for and assist with ward specific therapeutic acts performed by registered person. Prepare for and assist with ward specific procedures. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, cooperatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patient, promoting and advocating basic care including awareness and willingness to respond to patients need, requirement and expectation. Knowledge of Batho Pele Principle, Nursing Values and 6 Ministerial Priorities.
- ENQUIRIES APPLICATIONS** : Ms. DS Ngwenya, Tel No.: 011 951 6045  
must be delivered to the following address: HR Department, Dr Yusuf Dadoo Hospital, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740.



- NOTE** : Please attach the following in your application: Z83 fully completed (Only New Z83 Will Be Accepted) and signed, CV, copies of ID (Smart ID card copy must show both sides of the ID card) and qualifications including matric, SANC registration as a certificate and proof of current registration. Failure to do so will lead to disqualification of application. If you have not been contacted within 3 months after the closing date, please accept that your application was unsuccessful. Verification (reference check, identity verification and qualification verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act5/1993. People with disability are encouraged apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 08 April 2022 13:30
- POST 11/118** : **RECEPTIONIST REF NO: CHBC/ADMIN/MARCH2022 (1 POST)**
- SALARY** : R176 310 - R207 681 per annum (Level 5) (plus benefits)
- CENTRE** : Chris Hani Baragwanath Campus
- REQUIREMENTS** : Senior Certificate /Grade 12 or equivalent qualification. Two years' experience in Reception or Call Centre or equivalent work experience. Telephone etiquette. Good Customer Service. Good communication skills. Good Interpersonal Relations. Computer Certificate and ability to apply computer skills. Typing skills. Problem solving. Ability to work in a team and under pressure. Comply with Batho Pele Principles.
- DUTIES** : The successful candidate will be responsible for the following tasks: Attending to incoming and outgoing telephone calls. Transfer calls to relevant extensions. Provide clients with relevant information. Receive messages and convey them appropriately to division and persons. Receive guests on behalf of the Campus and direct them to the relevant people or destination. Maintain and updating telephone directory and distribute thereof. Identify and report faulty Private Automatic Branch Exchange (PABX) system and intercom system to the supervisor. Administration of all reported faults. Effective working relationship with all stake holders (Managers, Staff, Students and Community). Perform other tasks that may be delegated to by the Supervisor. Escalate any problems to line management.
- ENQUIRIES** : Ms. A Miller Tel No: (011) 983 3158
- APPLICATIONS** : All applications must be submitted on a new Z83 (81/971431) and can be obtained from Department of Public Service and Administration (DPSA) website. Applications should be submitted at the Chris Hani Baragwanath Campus (inside the Chris Baragwanath Academic Hospital premises), Human Resource Department, Chris Hani Road, Diepkloof, Soweto or posted to Human Resource Department, Private Bag X05, Bertsam, 2013.
- NOTE** : Job application form with your C. V., copies of your I.D and qualifications must be attached. Copy of service record signed by Human Resource Department. Attached copies need not be certified when applying for a post. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting. Contactable referees quoted on the CV. State all your competencies including computer literacy in your C.V. Smart ID card must be copied both sides. Employment history must reflect the complete calendar date (e.g., 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. CHBC 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. 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.
- CLOSING DATE** : 08 April 2022 12H00

**POST 11/119** : **CLIENT INFORMATION CLERK REF NO: CHBAH 550 (X1 POST)**  
 Directorate: Information Communication and Technology

**SALARY** : R176 310 per annum (Plus Benefits)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : Grade 12 and computer literate (Microsoft Office Suite). Good communication and interpersonal skills. Ability to work under pressure and shifts. The incumbent should be fully multilingual. A methodical worker and able take instructions. Switchboard or Call Centre experience in a hospital environment will be an added advantage.

**DUTIES** : Handle incoming calls. Outgoing calls and transferring calls to appropriate extensions. Making calls on behalf of the staff, keeping records, and taking messages. Sending of bulk SMS messages for hospital communications and patients. Answer general enquiries pertaining to hospital clients and staff. Report faulty telephone lines and keep record. Handle Switchboard apparatus appropriately by using the equipment according to specifications and monitor call durations. Keeping track with doctors call rooster and be able to use paging system. Expected to work night shifts, weekends, and holidays.

**ENQUIRIES** : Mr: Themba Mnguni Tel No: (011) 933 - 9038  
**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](http://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](http://www.dpsa.gov.za/documents). According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

**CLOSING DATE** : 08 April 2022

- POST 11/120** : **SECRETARY REF NO: CHBAH 551 (X 1 POST)**  
 Directorate: Anaesthesia
- SALARY** : R176 310 per annum (plus benefits)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : Grade 12 a minimum. Must be Computer literacy (MS Office). Ability to communicate well with people at different levels and from different backgrounds. Sound organization skills. High level of reliability. Ability to handle information confidentially. Sound verbal and written communication skills with people at different levels. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Minute taking and document management skills an advantage. Must have office administration competency. Must be able to work under pressure and to take initiative and work independently in a team. Applicant should be prepared to undergo speed test and Medical surveillance as an inherent job requirement.
- DUTIES** : Screen, transfer calls and handle telephonic enquiries as well as other enquiries from internal and external Clients. Ensure the effective flow of information and documents to and from the responsible office. Provide administrative support as assigned by the departmental executive team. Ensure safekeeping of all documentation in the office. Compile reports and documents. Office management. Administer the filing system, typing of correspondence, agendas, submissions, memos and letters. Coordinate and manage meetings, workshops taking minutes during meetings. Collate reports for submission to various management structures and other stakeholders. Ensure that strategic decisions taken in meetings are actioned timeously and followed-up. Arrange refreshments for visitors and other key stakeholders that may engage with the executive. Receive and direct correspondence to relevant managers/departments. Liase with other Hospital departments. Procurement of office equipment and stationery. Create and maintain an appropriate filing system in line with the Departmental Record Management policy framework and the National Archives Act. Typing of confidential reports and develop case summaries, where necessary. Maintenance of user-friendly office. Be willing to undergo continuous training and development programmes. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)
- ENQUIRIES** : Dr P Mogane Tel.No (011) 933 9335  
**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** : No faxed or emailed applications will be considered. 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](http://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). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and 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, 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**

: 08 April 2022

**POST 11/121**

: **PROPERTY CARE TAKER MAINTENANCE REF NO: CHBAH 552**  
Directorate: Logistics (Facility Management Unity (F.M.U.)

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R124 434 per annum (Level 3) (plus benefits)  
: Chris Hani Baragwanath Academic Hospital (CHBAH)  
: Grade 10/ Abet level or equivalent. Experience in building maintenance will be added advantage. Basic knowledge in electrical/plumbing/welding/painting/brick laying/carpentry will be an added advantage. Must be able to work in team. Must be able to work overtime (after hours). Good communication and interpersonal skills at all levels. Must be able to work under pressure without supervision. Basic knowledge of legislative framework and processes related to maintenance. Ability to work independently as well in a team. Knowledge of Batho-Pele principles. Understanding of Occupational Health and Safety. Ability to liaise with internal and external stakeholders. Ability to act with tact and discretion. Must be self – motivated. Ability to handle tasks of multidisciplinary nature

**DUTIES**

: Attend to minor maintenance activities in the hospital, e.g. plumbing i.e. blockages of sinks, hand washbasins: replacement of shower caps, toilets, taps and washers; carpentry, painting, glazing etc. Report to the supervisor on any other activities performed. Ensure that maintenance works done are compliant the relevant legal framework. Taking daily readings of Oxygen levels, water, diesel and coal. Taking monthly water and electricity meter readings. Accompany the diesel delivery trucks whenever there make deliveries. Assist in daily walk-about to identify risks/hazards. Ensure that defects are logged/reported and attended to. Submit job cards to the supervisor. Adhere to OHS prescriptions. Adhere to the hospital's code of conduct.

**ENQUIRES**  
**APPLICATIONS**

: Ms K Mothei Tel. No (011) 933 0158  
: 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**

: No faxed or emailed applications will be considered. 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](http://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). Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and 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, 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** : 08 April 2022

#### **GAUTENG DEPARTMENT OF SOCIAL DEVELOPMENT**

***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. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention of Mr O Mkhabela. All applicants are also encouraged to number the pages of their CV and the attached certified documents***

**CLOSING DATE** : 08 April 2022

**NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The fully completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as copies of all academic qualification(s) including the matric certificate, Identity document and driver's licence (where applicable) and any other relevant documents. Applicants must submit copies of qualification, identity documents and drivers license (where appropriate) 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. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment (where applicable). The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GDSD that will be reviewed based on performance expiration. Applicants must take note that due to COVID-19 pandemic, the Gauteng Department of Social Development will comply with Health and Safety Regulations.

#### **OTHER POSTS**

**POST 11/122** : **SOCIAL WORK MANAGER: PARTNERSHIP AND FINANCING: REF NO JHB REGION SD/2022/03/06**

**SALARY** : R806 811 per annum (plus benefits)

**CENTRE** : JHB Metro Region

**REQUIREMENT** : A degree in social work with registration with South African Council for Social Services profession as Social Worker. A minimum of 10 years' appropriate experience in social work after registration as Social Worker with SACSSP. submission of valid council registration certificate and current registration with the SACSSP. Knowledge and understanding of legislative, policy, procedures and processes regulating social work probation services and computer literacy. Skills and Competencies: knowledge and understanding of PFMA, Knowledge of the departments constitutional mandate. Project management, report writing, problem solving, - interpersonal, leadership, coordination, planning and organizing skills. A valid driver's license.

- DUTIES** : Managing and supervising Social Worker supervisor and a team of community development liaison officer and community development liaison workers. ensuring that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of knowledge management. conducting audits and DQA's to funded NGO's. ensuring that the budget is allocated and utilised appropriately according to the funding agreements. Developing a transformation plan for the regions on the NPO's based on the PFMA. Assisting in developing appropriate costing norms. Monitoring transformation and ensuring the rendering of quality and equitable social services. Developing training manuals. coordinating the welfare summit steering committee. managing staff training and development. managing projects allocated to the sub-directorate.
- ENQUIRIES APPLICATIONS** : Ms C Dukwana Tel: (011) 355 9502- JHB Metro Region
- : The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development. Johannesburg Metro Region for attention Ms CS Dukwana Tel:(011) 355 9502, 41 Fox Street, Private Bag X1, Johannesburg, 2000. NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 11/123** : **DEPUTY DIRECTOR: HRM AND AUXILIARY SERVICES REF NO: SD/2022/03/07**
- SALARY** : R744 255 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum).
- CENTRE REQUIREMENTS** : West Rand Region
- : A 3-year tertiary qualification (NQF level 6/7) in Human Resource Management with 3 – 5 years' supervisory experience in the field of Human Resource environment. Knowledge and understanding of Human Resource legislative, policies, procedures and processes applicable in the public service. A valid driver's license. Computer Literate. Skills and Competencies: Good communication, management, dispute resolution, conflict resolution, negotiation, excellent planning & organizing skills.
- DUTIES** : Co-ordinate Human Resource Management functions. Co-ordinate the administration of service benefits and conditions. Co-ordinate recruitment and labour relations functions. Co-ordination of Regional Records Management functions and the management of service points. Co-ordination of Transport Management as well as Auxiliary Services. Oversee service delivery improvement plans for all service point clusters. Overall management of sub-directorate. Manage operational plan of the unit, performances, training, development and absenteeism of staff. Provide units' monthly, quarterly and ad-hoc reports.
- ENQUIRIES APPLICATIONS** : Mr RS Makgorogo Tel No: (011) 950-7782
- : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, West Rand Region, SA Dutch Building, 16 Human Street, Krugersdorp or post to Private Bag X2068, Krugersdorp, 1740
- POST 11/124** : **DEPUTY DIRECTOR: INVESTIGATIONS AND LOSS CONTROL REF NO: SD/2022/03/08**
- SALARY** : R744 255 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable MMS guidelines per annum)
- CENTRE REQUIREMENT** : Head Office (Johannesburg)
- : An NQF Level 7 qualification in Forensic Investigations/Fraud Examination (CFE). 3 – 5 years management experience within the investigations field and managing multiple investigations simultaneously. At least 10 years of working experience within investigation field and the undertaking of reporting on investigations. Valid driver's license. Must be a certified Ethics Officer. Knowledge of PFMA, Treasury Regulations, PSA, PSR, SCM prescripts and all other legal prescripts that govern the operations, control environment, investigation, governance and integrity management framework of the public service and the ability to apply such technical knowledge in simple and complex assignments. Knowledge of a wide range of work areas, processes and systems such as HR, SCM: Tenders and quotations, asset and inventory

management, petty cash management, debtors management, creditors management, strategic planning, monitoring and evaluation of performance reporting systems, OHS, BCP, fleet management, records management and integrity management principles, frameworks and legislative requirements etc. to be able manage and guide the investigations, monitoring, reporting as well as corrective measures to be designed and implemented. Ability to design and manage the design investigation and fraud detection review procedures, checklists and work papers which will facilitate the testing to be undertaken and then reported on in line with legislative prescripts. Ability to plan and organise multiple investigations and independently manage allocated tasks and provide adequate and timeous progress reports to CRO. Knowledge of compilation of investigation reports which also include the design of action plans to address findings raised. Knowledge of transversal operating computer systems utilised within department such as: BAS/PERSAL/SAP etc., how they operate and all security parameters thereto and relevant to the investigation within the control environment. Skill and Competencies: Teamwork, supervision, good interpersonal relations, staff development, information system, policies, procedures, and legislations, analytical, project management, report writing, problem solving, planning and organizing skills, interrogation skills, time management skills, document management and evidence compilation skills, negotiations skills and advanced research skills.

**DUTIES** : Manage all the requests for, undertaking of and reporting of investigations (Internally reported, through the National Anti-Corruption and Premiers Ethics Hotline): Manage liaison with law enforcement agencies in the investigation of fraud and corruption cases, oversight structures and externally appointed investigations capacity. Manage and report on all Losses reported: Manage the development and implementation of Loss Control Policy, procedures and directives, Manage the maintenance of electronic loss control registers and manual files from which statistical information is extracted from to undertake tend, root cause and impact analysis which is filtered into the Directorate reports. Manage the development, implementation and reporting of the ethics management framework for the department, Develop the unit's operational plan, Manage the implementation and reporting on the operational plan for the sub-directorate, Manage the component budget for all outsourced investigations and expenditure management, manage training and development of staff, manage staff leave, attendance, travel, Co-ordinate the activities of the sub-directorate, Manage staff performance.

**ENQUIRIES** : Ms S Moloi Tel: (011) 227 0062  
**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg for Attention- Ms S Moloi, Tel (011) 227 0062 or posted to- Private Bag X35, Johannesburg, 2000.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**POST 11/125** : **OPERATIONAL MANAGER (NURSING) REF NO: SD/2022/03/09**

**SALARY** : R450 939 per annum (Within OSD Framework)  
**CENTRE** : Marry Moodley Child and Youth Care Centre  
**REQUIREMENTS** : National Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council with 7 years' experience as a Professional Nurse with the SANC in General Nursing. Submission of valid proof of registration with the council. A valid driver's licence. Knowledge and understanding of Legislation and Policy mandates regulating Nursing practice, Process and procedures. Skills and Competencies: Computer literacy, Project Management, Monitoring and Evaluation, Communication and Leadership skills.

**DUTIES** : Develop and manage Nursing Plan. Monitor the implementation of a comprehensive nursing care plan and screening of Health problems and diseases in accordance with prescribed norms and standards. Identify health indicators, risk factors and conduct client satisfactory surveys. Manage Nursing Practice and Health Care in accordance with regulatory. Develop and monitor a professional and ethical practice as well as enabling environment for ethical practice. Manage a constructive working relationship with other stakeholders. Promote the role of nursing with multi-disciplinary health teams, organizations and special interest group. Manage nursing staff, leave plans and attend to

		staff grievance and disciplinary matters. Manage individual performance and development. Promote nursing ethical conduct to nursing staff.
<b><u>ENQUIRIES</u></b>	:	Ms T Chauke Tel: (011) 964 8700 Marry Moodley CYCC
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to Gauteng Department of Social Development: Marry Moodley Child and Youth Care Centre, 1 Tsetsebe Street, Apex, Benoni Attention T Chauke 011 964 8700.
<b><u>CLOSING DATE</u></b>	:	08 April 2022
<b><u>POST 11/126</u></b>	:	<b><u>SOCIAL WORK SUPERVISOR GRADE 1(NPO PARTNERSHIP AND FINANCE)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R389 991 per annum (within the OSD framework) Region: Johannesburg Metro Region: Ref No. SD/2022/03/10 Tshwane Region: Ref No. SD/2022/03/11
<b><u>REQUIREMENTS</u></b>	:	Formal tertiary qualification in Social Work (e.g., Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 7 years' appropriate experience in social work after registration as Social Worker with the SACSSP. A valid driver's licence. Skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently and effectively. Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being. The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and effectively. The understanding and ability to ensure that supervisees provide social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves. Ability to compile complex reports.
<b><u>DUTIES</u></b>	:	To ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions. Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field.
<b><u>ENQUIRIES</u></b>	:	Ms CS Dukwana Tel: (011) 355 9502- Johannesburg Metro Region and Mr V Dhladhla Tel: (012) 359 3312 -Tshwane Region
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development for attention Ms CS Dukwana Tel:(011) 355 9502, Johannesburg Metro Region 41 Fox Street, Private Bag X1, Johannesburg, 2000 and Tshwane Region for attention Mr V Dhladhla Tel:(012) 359 3312, South Tower, 268 Lillian Ngoyi and Pretorius Streets, Private Bag X 266, Pretoria, 0001 NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 11/127</u></b>	:	<b><u>SOCIAL WORK SUPERVISOR GRADE 1 (FIELD AND INTAKE) JOHANNESBURG METRO REGION: REF NO. SD/2022/03/12</u></b>
<b><u>SALARY CENTRE</u></b>	:	R389 991 per annum (within the OSD framework)
<b><u>REQUIREMENTS</u></b>	:	Region: Johannesburg Metro Region (Directorate: Field & Intakes) Formal tertiary qualification in Social Work (e.g., Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 7 years' appropriate experience in social work after registration as Social Worker with the SACSSP. A valid driver's licence. Skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently and effectively. Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being. The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent



- and alleviate distress and use resources, effectively and effectively. The understanding and ability to ensure that supervisees provide social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves. Ability to compile complex reports.
- DUTIES** : To ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions. Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field.
- ENQUIRIES APPLICATIONS** : Ms CS Dukwana Tel: (011) 355 9502- Johannesburg Metro Region  
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development for attention Ms CS Dukwana Tel:(011) 355 9502, Johannesburg Metro Region, 41 Fox Street, Private Bag X1, Johannesburg, 2000.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per
- POST 11/128** : **SOCIAL WORK SUPERVISOR (PROBATION AND CANALIZATION) REF NO: SD/2022/03/13**
- SALARY CENTRE REQUIREMENTS** : R389 991 per annum (within the OSD framework)  
: Region: Johannesburg Metro Region (Directorate: Probation and Canalization)  
: Formal tertiary qualification in Social Work (e.g., Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 7 years' appropriate experience in social work after registration as Social Worker with the SACSSP.A valid driver's licence. Skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently and effective. Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being. The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and effectively. The understanding and ability to ensure that supervisees provide social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves. Ability to compile complex reports.
- DUTIES** : To ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions. Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field.
- ENQUIRIES APPLICATIONS** : Ms CS Dukwana Tel: (011) 355 9502- Johannesburg Metro Region  
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development for attention Ms CS Dukwana Tel:(011) 355 9502, Johannesburg Metro Region, 41 Fox Street, Private Bag X1, Johannesburg, 2000.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 11/129** : **ASSISTANT DIRECTOR: AUXILLIARY SUPPORT: REF NO. SD/2022/03/14**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (plus benefits)  
: Region: Sedibeng Region  
: A 3-year tertiary qualification (NQF level 6/7) in Public Management/Administration with 3-5 years at a supervisory level. A valid driver's licence. Knowledge of Government Fleet Management Systems and Facilities/Property Management within a Public-Sector environment. Knowledge and understanding of legislative and policy framework regulating procedures and processes in the Public Service. Skills & Competencies: Problem Solving Analysis, Project Management, Report Writing,

- Communication, Planning & Organizing, Computer Literacy (MS Office Packages).
- DUTIES** : Co-ordination of Office Services, manage the provision, upgrading and maintenance of switchboard and photocopy services. Manage the identification and assessment of Infrastructure Development requirements. Manage the sourcing of services on upgrading of facilities as well as the inspection and maintenance of facilities. Manage the implementation of Occupational Health and Safety Measures in the Region. Co-ordination of Fleet Management functions. Manage the identification of fleet capacity requirements and the submission of requests for fleet capacity. Monitor the implementation of security measures on fleet capacity of the region. Monitor the preparation and submission of fleet utilization reports. Manage performance of staff, grievances and disciplinary matters. Manage the preparation and submission of reports as required
- ENQUIRIES** : Ms Bridgette Nkeane Tel: (016) 930 2096
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development Sedibeng Region for attention Ms B Nkeane Tel: (016) 930 2096, 3 Moshoeshoe Street, Sebokeng or Private Bag X 209, Vanderbijlpark 1911.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 11/130** : **ASSISTANT DIRECTOR GENDER, YOUTH AND DISABILITY MAINSTREAMING REF NO: 2022/03/15**
- SALARY** : R382 245 per annum (plus benefits)
- CENTRE** : Head Office (Johannesburg)
- REQUIREMENT** : A three-year tertiary qualification in Social Science/Public Management (NQF 6/7) with 3 – 5 years' experience in supervisory level. A valid driver's licence. Knowledge and understanding of legislative and policy framework governing Gender, Youth and Disability Mainstreaming in the public Service, programmes, process, systems, procedures, departmental policy mandates, priorities, objectives and service delivery model. Skills and Competencies: Project Management, Planning and organizing, financial management, people management and empowerment, Communication (written and verbal) and service delivery, analytical, evaluation and monitoring skills. Sensitivity to youth, Persons with Disability and women. Diversity centred and respect for targeted groups.
- DUTIES** : Assist in the development and monitor policies and practice guidelines that will accelerate the inclusion and empowerment of youth and people with disabilities. Internally and Externally- Monitor and make recommendations for the improvement of youth and disability representation in terms of Employment Equity, access, procurement, bursaries, internships, learnerships, etc. Collect relevant information that will assist in the developing of presentations and reports to monitoring bodies. Provide support to Departmental Mainstreaming Focal Points in terms of youth and disability mainstreaming within the Department.
- ENQUIRIES** : Mr ST Mmakola Tel (011) 227 0250
- APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development. 69 Commissioner Street, Perm Building for attention Mr ST Mmakola (011) 227 0250 or posted to- Private Bag X35, Johannesburg, 2000.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 11/131** : **GIS TECHNOLOGIST REF NO: SD/2022/03/16**
- SALARY** : R369 351 per annum (within the OSD framework)
- CENTRE** : Head Office (Johannesburg)
- REQUIREMENTS** : Bachelor of Science (NQF 6/7) Geography/Geomatics or Environmental Sciences, A Valid drivers Licence, 3 years GISc professional experience, Registration with PLATO as a GISc professional.
- DUTIES** : To provide Technical function :Collect and capture of data from various formats and sources, Maintain GISc unit effectiveness: Ensure easy access to spatial information at all times, Governance: Allocate, control, monitor and report on all resources, Financial Management: Manage the operational capital project portfolio for the operation to ensure effective resourcing according to

organization needs: GIS Implementation: Undertake system audit, requirement analysis and cost benefit analysis: Conduct research: Research, investigate and advice on new GIS technologies. Competencies: Skills: Strategic management and direction, problem solving and analysis, Team leadership, Computer skills, Planning and organising skills. Knowledge: Programme and project management GISc legal and operational compliance, spatial modelling design and analysis knowledge, Research and development, Policy Formulation.

**ENQUIRIES** : Mr Z Jaca Tel: (011) 355 7678  
**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg for Attention- Mr Z Jaca, Tel- (011) 355 7678 or posted to- Private Bag X35, Johannesburg, 2000.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**POST 11/132** : **COMMUNITY DEVELOPMENT SUPERVISOR REF NO: SD/2022/03/17**

**SALARY** : R369 258 per annum (within the OSD Framework)  
**CENTRE** : West Rand Region  
**REQUIREMENTS** : A three-year tertiary qualification in Community Development, Development Studies or Social Sciences and a minimum of 7 years' recognisable experience in Community Development after obtaining the required qualification. Knowledge and understanding of human behaviour and social systems and legislation to assist with interventions at the point where people interact with their environment in order to promote self-empowerment. The ability and competence to co-ordinate community development structures and ability to manage projects. The ability to influence individuals and groups to participate in their own self-empowerment ventures. The understanding of social dynamics of communities. Skills and Competencies: Presentation skills, problem solving skills, computer literate, written and verbal communication skills, research and report writing skills, financial management and supervisor skills.

**DUTIES** : Supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Supervise and support community development practitioners to ensure that there is communication and co-ordination with all relevant role players (internal and external) and stakeholders to facilitate inter-sectoral collaboration, integrated planning and the establishment of partnerships to ensure sustainability of development activities within the community. Supervise and guide community development practitioners to enhance their performance on community development and to perform administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery. Supervise and advise community development practitioners to ensure an efficient and effective service.

**ENQUIRIES** : Ms R Mashaba Tel: (011) 950-7803 West Rand Region  
**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, West Rand Region, SA Dutch Building, 16 Human Street, Krugersdorp or post to Private Bag X2068, Krugersdorp, 1740

**POST 11/133** : **SOCIAL WORK POLICY DEVELOPER: SUBSTANCE ABUSE, PREVENTION, TREATMENT AND REHABILITATION REF NO: SD/2022/03/18**

**SALARY** : R369 258 per annum (within the OSD Framework)  
**CENTRE** : Head Office (Johannesburg)  
**REQUIREMENTS** : A tertiary qualification in Social Work, Registration with the South African Council for Social Service Professions as Social Worker. A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP. A valid driver's license is essential. Knowledge and understanding of legislative, Policy and Institutional framework governing, Substance Abuse Services in the Social Welfare Services sector. Knowledge and understanding of Departmental priorities, commitments, policies, procedures and processes pertaining to the prevention, treatment and rehabilitation of substance abuse. Good planning and capability, project and

<b><u>DUTIES</u></b>	:	programme management, monitoring and evaluation, reporting, negotiation and verbal and written communication skills.
	:	Develop provincial policies and guidelines for substance abuse. Administer the implementation of the National Drug Master Plan, policies and legislative mandates in the field of substance abuse. Coordinate and Implement substance abuse prevention and awareness programmes. Conduct training and capacity building workshops in the field of substance abuse. Ensure compliance with legislation, policies and procures through DQAs, case audits and site visits. Manage programme performance reporting processes.
<b><u>ENQUIRIES</u></b>	:	Ms E Choshi Tel: (011) 355 7700
<b><u>APPLICATIONS</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg for Attention- Ms E Choshi , Tel- (011) 355 7700 or posted to- Private Bag X35, Johannesburg, 2000.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 11/134</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: DOCUMENT MANAGEMENT: REF NO: SD 2022/03/19</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Head Office (Johannesburg)
<b><u>REQUIREMENTS</u></b>	:	A 3-year Tertiary Qualification in Records Management or relevant qualification with 2-3 years' experience in administrative environment. A valid driving licences. Knowledge and understanding of legislative framework governing the Public Service. Knowledge and understanding of PFMA. Knowledge of the Department's Constitutional mandate. Skills and Competencies: Customer Relationship Management Skills, demand / planning skills, analytical skills, negotiation skills, communication skills, report writing skills, Interpersonal skills, monitoring and evaluation skills, p /organizing and computer skills.
<b><u>DUTIES</u></b>	:	Custody and keeping of the Master Copy of the approved functional Filing System of the Department of Social Development. Compile a functional Filing System for the Department. Liaise with all directorates, regions and institutions within the department to compile the File Plan. Review the File Plan and apply for the Disposal Authority for the Department from the National/Provincial Archives. Monitor total document security of the Department, and render an effective and efficient document, records and information services in line with the relevant Legislation. Liaise with the National/Provincial Archives in order to get the File Plan Approved. Control the correct classification of all documents within the Department. Conduct physical periodical inspection and spot-checks on files. Examine the daily files in order to spot any discrepancies on classification of documents. Oversee and control the maintenance and application of the Filing System and List of Other Archives at Head and Regional Offices. Responsible for Safe-Custody of all documents within the Department. Regular inspection of files for any contravention of records practices and inspection of registers, fire-fighting apparatus for any defects and inspect the safe and strong-rooms for hazardous elements such as leaks, light, dust and pests. Develop and Implement Records Policies and procedures/practices within the Department. Ensure that the Policy and Procedures are implemented. Conduct workshops to inform all our clients and the records staff what the policy and procedures entails. Ensure that there is a Systematic Disposal Programme in place within the Department. Apply for Standing, Limited and General disposal authority from the National/Provincial Archives. Liaise with the directorates and inform them on the different disposal authority in order establish a working relationship on the programme. Ensure that Records Management Staff are trained.
<b><u>ENQUIRIES</u></b>	:	Ms V Cimani Tel: (011) 355 7707
<b><u>NOTE</u></b>	:	Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg for Attention- Ms V Cimani Tel- (011) 355 7707 or posted to- Private Bag X35, Johannesburg, 2000.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 11/135</u></b>	:	<b><u>SENIOR ADMIN OFFICER: INTERNAL CONTROL REF NO: SD/2022/03/20</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum (plus benefits)

<b><u>CENTRE REQUIREMENTS</u></b>	: Head Office (Johannesburg) : A 3 year tertiary qualification (NQF Level 6/7) in Internal Auditing/Internal Control. Minimum 2-3 years' experience at a supervisory level. Code B Driver's License. Technical knowledge of PFMA, Treasury Regulations, PSA, PSR, SCM prescripts and all other legal prescripts that govern the operations, control environment and governance frameworks of the public service and the ability to apply such technical knowledge. knowledge of a wide range of work areas, processes, and systems such as HR, SCM: Tenders and quotations, asset and inventory management, petty cash management, debtors management, creditors management, strategic planning, monitoring and evaluation of performance reporting systems, OHS, BCP, fleet management, records management etc. to be able test and monitor. A minimum of 2-3 years' experience in working with auditors by supporting and supervising audit process, requests, queries until resolution and monthly monitoring and tracking implementation of audit recommendations until fully implemented and audit risk reduced. Skills and Competences: Technical skills, analytical thinking, mathematical, statistical, problem solving, negotiation, conflict resolution, project management and time management skills.
<b><u>DUTIES</u></b>	: Testing and monitoring of control environment and offer technical guidance, advice and support on control deficiencies. Plan and organise assessments to be undertaken at allocated departmental sites within group plan agreed upon timelines and for juniors assigned to mentor. Plan and organise the quarterly key controls assessment with relevant management without assistance from supervisor. Undertake the testing and reporting on the quarterly key control assessments with no assistance of supervisor. Communicate all deficiencies identified with relevant management during the quarterly assessment without assistance of supervisor. Test and monitor level of compliance to enabling legislation: PFMA, Treasury Regulations, SCM and HR prescripts, Anti – Corruption Strategy and Governance Frameworks, KING IV, Integrity Management Framework. Plan and undertake the monthly cost containment testing and monitoring for reporting to Treasury without assistance of the supervisor. Supervise and monitor audit processes. Monthly undertake the tracking of status of implementation of audit action plans (AG & GAS) designed to resolve audit findings with relevant management. Testing the implementation of audit action plans to vouch progress made done with relevant managers on allocated components of findings. Make inputs to the Directorates budgeting and strategic planning process.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr O Mkhabela Tel: (011) 355 7937 : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg for Attention- Mr O Mkhabela, Tel- (011) 355 7937 or posted to- Private Bag X35, Johannesburg, 2000.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
<b><u>POST 11/136</u></b>	: <b><u>SENIOR ADMINISTRATIVE OFFICER: SPECIAL PROJECTS REF NO: SD 2022/03/21</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R321 543 per annum (plus benefits) : Head Office (Johannesburg) : A 3-year tertiary qualification (NQF Level 6/7) in Community Development or relevant and equivalent qualification with 2 – 3 years' experience in Sustainable Livelihoods environment. A valid drivers' licence. Knowledge and understanding of legislative and policy frameworks, procedures and processes regulating Sustainable Livelihoods programmes in the Public Service. Knowledge and understanding of Departmental Special Projects priorities, commitments, systems and processes. Skills and Competencies: Customer Relationship Management Skills, demand planning skills, analytical skills, negotiation skills, report writing skills, Interpersonal skills, monitoring and evaluation skills, planning /organizing and computer skills.
<b><u>DUTIES</u></b>	: Monitoring and analysis of cooperatives supported by the Department including collection and analysis reports from cooperatives and NPOs. Monitor database of cooperatives supported by the Department and submit progress reports. Provision of assistance in the management of special projects. Administer the projects and the task management system. Capture all required projects tasks and information in conjunction with project manager. Develop exit strategies and timelines for each project based on its maturity. Develop

and recommend interventions for development. Source markets on behalf of cooperatives within government and the private sector and facilitate sound financial support to cooperatives within and outside the department and private sector. Perform any other delegated duties including the attending of meetings, workshops and regional disaster management and provide support within Sustainable Livelihoods. Compilation of weekly, monthly and quarterly reports on special projects. Liaise with relevant stakeholders on development and support of cooperatives including facilitating partnership with governmental departments, municipalities, agencies and private sector to source markets for cooperatives.

**ENQUIRIES** : Ms Z Hlatshwayo Tel: (011) 227 0121  
**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg for Attention- Ms Z Hlatshwayo Tel- (011) 227 0121 or posted to- Private Bag X35, Johannesburg, 2000.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**POST 11/137** : **SENIOR ADMINISTRATIVE OFFICER: POPULATION ADVOCACY AND KNOWLEDGE MANAGEMENT REF NO: SD/2022/03/22**

**SALARY** : R321 543 per annum (plus benefits)  
**CENTRE** : Head Office (Johannesburg)  
**REQUIREMENTS** : A 3-year tertiary qualification (NQF Level 6/7) in Population Studies with 2-3 years' experience at supervisory level. A valid driver licence. Knowledge of the Public Service Legislations. Knowledge of and experience in the social development sector. Knowledge of population and development policy. Skills and Competencies: Computer literacy, Planning and organizing, Communication (written, verbal and liaison), Problem solving, Interpersonal, Project and programme management, facilitation skills.

**DUTIES** : Application of Population Advocacy & Knowledge Management strategy. Assist in ensuring the availability of required information to support the development of the advocacy and Knowledge Management strategy. Draft the advocacy and Knowledge Management strategy. Assist in facilitating approval of the strategy, ensuring implementation of the strategy and assessing the impact of the strategy. Facilitation of advocacy and Knowledge Management activities (events, radio programmes, workshops, forums, etc.) to promote understanding of the population policy and its implementation. Assist in identifying ad hoc population advocacy/ Knowledge Management issues and determine appropriate interventions. Assist in liaising with relevant stakeholders to ensure participation, coordination and integration. Assist to promote National and Provincial Population Unit (resource centre) activities. Facilitation of the development and dissemination of publications/materials to support advocacy Assist in planning and allocation work. Assist in maintenance of discipline. Design population and development resource centre including to provide access to population and development materials. Assist in designing databases for the population resource centre and design databases for the population resource centre. Assist to manage and facilitate capacity building for the integration of population factors into Integrated Development Plans including Identifying the capacity building needs of municipalities and coordinate capacity building session.

**ENQUIRIES** : Mr T Melane Tel: 011 227 0043  
**APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development. 69 Commissioner Street Perm Building, Johannesburg 2000 for attention Mr T Melane Tel: 011 227 0043 or posted to- Private Bag X35, Johannesburg, 2000.NB: The selection and appointment of candidates is subjected to positive vetting and verification requirements as per government policy and procedures.

**POST 11/138** : **SENIOR ADMINISTRATIVE OFFICER - FLEET MANAGEMENT REF NO: SD/2022/03/23**

**SALARY** : R321 543 per annum (plus benefits)  
**CENTRE** : Region: Sedibeng Region  
**REQUIREMENTS** : A 3-year tertiary qualification (NQF Level 6/7) in fleet management with 2-3 years' supervisory experience in Fleet Management environment. A Valid

driver's licence. Knowledge and understanding of Policy framework regulating Government owned and subsidised vehicles Fleet management. Knowledge and understanding the regulatory frameworks regulating the Implementation, administration, planning, maintenance of Records Management. Knowledge and understanding of Office support services. Knowledge and understanding of financial management. Knowledge and understanding of legislative framework governing the Public Service. Knowledge and understanding of legislative and policy framework, procedures and processes regulating the Management of GG vehicles and subsidized vehicles in the Public service. Knowledge and understanding of Departmental procedures, processes and systems regulating the provision of Fleet Management functions in Head Office. Management skills, Leadership Skills, Analytical Skills, Project Management Skills, Report writing skills, Communication Skills, Problem solving skills, Conflict management skills, Interpersonal Skills, Planning and Organizing skills, Coordination Skills and Facilitation Skills.

**DUTIES** : Management of Staff, Staff Development and Training. Staff Leave Plan, Staff Grievances and Disciplinary matters. Management of GG Vehicles and assist with subsidized Vehicles in the Region. Monitor GG Vehicles inspections in the Region. Monitor booking of vehicles for repairs and servicing. Ensure compliance and monitoring of use of GG Vehicles. Implementation of policies, compiling of reports and monitoring of vehicle utilisation. Monitor the use of petrol cards and investigate the use thereof. Update risks registers and conduct tracker analysis. Conduct information sessions on awareness of Fleet Management guidelines for officials within the Region.

**ENQUIRIES** : Ms L Harmse Tel No: (016) 930 2055 – Sedibeng Region  
**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development for attention Ms L Harmse Tel:(016) 930 2055, Sedibeng Region, 3 Moshoeshoe Street, Sebokeng, or Private bag x 209, Vanderbijlpark, 1911.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**POST 11/139** : **SENIOR SUPPLY CHAIN OFFICER: FINANCE AND SUPPLY CHAIN REF NO: SD/2022/03/24**

**SALARY** : R321 543 per annum (plus benefits)  
**CENTRE** : Fabian & Florence Rebeiro Treatment Centre  
**REQUIREMENT** : A 3-year tertiary qualification in Finance and Supply Chain Management environment with 2-3 years' experience. A valid driver's licence. I. Competencies, Problem Solving, Customer Focus and Responsiveness, Communication, Honesty and Integrity, applied strategic thinking, Project management, Budgeting and financial management, Change management, Impact and influence, Team leadership, People management and empowerment, Communication and information management, Honest and integrity, II. Skills and Knowledge, Knowledge of Public Sector Finance ,Knowledge and understanding of legislative framework governing the public service, Knowledge of the department's constitutional mandate, Knowledge of legislative prescripts relating to Public Finance ,Knowledge of legislative framework governing Supply Chain Management, Communication Skills, Problem solving skill, Interpersonal Skills, Planning and Organizing skills, Coordination Skills, Analytical Skills, Computer Literacy and knowledge of Computer Software Programs MS Office package, Numerical skills.

**DUTIES** : Implement and Monitor the budget, Manage Supply Chain Management functions, financial administration, Administration, Supervision and management of staff

**ENQUIRIES** : Ms Samantha Hutchinson Tel: (012) 734 8325  
**NOTE** : The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development. The Gauteng Department of Social Development for attention Ms Samantha Hutchinson Tel: (012) 734 8325, Fabian & Florence Rebeiro Treatment Centre. Zonderwater Prison, Cullinan, 1000 NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures

**POST 11/140** : **SENIOR ADMINISTRATIVE OFFICER: HR AND AUXILIARY SERVICES**  
**REF NO: SD/2022/03/25**

**SALARY** : R321 543 per annum (plus benefits)  
**CENTRE** : Emmasdal Child and Youth Care Centre  
**REQUIREMENTS** : A three (3) year' Tertiary Qualification (NQF Level 6/7) in Human Resource Management/Public Administration with 2-3 years' experience. Knowledge of Recruitment, Service Benefits and Conditions, Performance Management and Human Resource Development Legislative Framework, systems, and procedures in the Public Sector. Knowledge of Systems and procedures governing Records Management, Fleet Management and General Support services in the Department. Skills and Competencies: Attention to detail, People centred and self-driven, Process orientated and procedural individual. Must have People Management skills, Report writing skills, Coordination skills, Planning and organising capabilities, Communication skills and Leadership skills.

**DUTIES** : Management of Human Resource Functions. Manage Human Resource Administration, functions. Manage Training and Development functions. Coordinate Performance Management functions. Manage Recruitment functions. Manage Auxiliary Services functions. Manage Switchboard and reception functions. Coordinate fleet management functions. Coordinate Records Management functions. Manage general support services (where functions are not outsourced). Management of staff. Manage staff performance and development. manage staff leave plan. manage staff training needs. manage staff grievances and disciplinary matters.

**ENQUIRIES** : Ms Z Moahloli Tel: (016) 340 1083 / Mr M Sebiloane Tel: (016) 340 1083  
**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development for attention Ms Z Moahloli Tel: (016) 340 1083 / Mr M Sebiloane Tel: (016) 340 1083, Emmasdal Child and Youth Care Centre, Plot 390 Vaaldam Road, Ratanda, Heidelberg,1446.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**POST 11/141** : **SENIOR ADMIN OFFICER: NPO MONITORING AND EVALUATION REF**  
**NO: SD/2022/03/26**

**SALARY** : R321 543 per annum (plus benefits)  
**CENTRE** : Region: Tshwane Region (Directorate: NPO Funding)  
**REQUIREMENTS** : A three-year tertiary qualification (NQF Level 6 or 7) in Cost Accounting/ Financial Management or Auditing with a minimum of 2-3 years' experience at supervisory level. Knowledge and understanding of legislative/Policy frameworks governing the monitoring of NPO in the Public Sector. Computer literacy in Microsoft package – Excel, Word and PowerPoint. Knowledge of applicable financial systems such as BAS, SAP, Pastel, etc is essential. A valid driver's license. Skills and Competencies. Good planning and coordinating, Analytical, report writing, communication and interpersonal relations skills. Honest and innovation individual.

**DUTIES** : Responsible for monitoring of funded organisations for compliance with the service level agreement (SLA) entered with the Department particularly on financial performance aspects. Conduct regular on-site and desktop financial monitoring as per standard operating procedure (SOP) to verify compliance with terms & conditions of the SLA. Periodically conduct risk assessments of funded organisations to categorise them according to their risk profile and monitor changes thereof. Develop periodic narrative reports on findings of onsite and desktop financial monitoring conducted, and the reports should be acknowledged by each organisation monitored. Monitor progress on all adverse findings highlighted in previous financial monitoring reports and assess improvement of each NPO's profile. Compile consolidated narrative and spreadsheet financial monitoring reports for your supervisor's review and escalation to various committees of the Department for implementation and action. Participate in Departmental NPO monitoring task teams to discuss financial monitoring findings, SLA deviations and future funding or suspension. Provide capacity building and training on various financial aspects to identified organisations with negative findings or general awareness about financial monitoring requirements to funded NPOs.

**ENQUIRIES** : Mr Attholang Kotsedi Tel No: (012) 359-3314 – Tshwane Region



**APPLICATIONS** : The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development for Attention Mr A Kotsedi Tel: (012) 359 3314, Tshwane Region, 268 Lilian Ngoyi and Pretorius Streets or Private Bag x266 Pretoria, 2000.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**POST 11/142** : **SENIOR ADMINISTRATIVE OFFICER: NPO FUNDING: SD/2022/03/27**

**SALARY CENTRE REQUIREMENT** : R321 543 per annum (plus benefits)  
: Region: Ekurhuleni Region  
: A three-year qualification (NQF Level 6/7) in Cost Accounting/Financial Management or Auditing with 2-3 years' experience in the NPO environment at a supervisory level. A valid drivers' license. Knowledge and understanding of legislative/Policy framework, processes and procedures governing the transfer payment to NPOS's in the Public Sector. Knowledge and understanding of Departmental processes and procedures regulating the transfer payment of funded non-profit organisations. Knowledge of SAP Social Care Solution. Skills and Competencies Sound financial management and monitoring skills. Good communication and report writing skills. Must be able to work in a team. Auditing, analytical and planning, coordinating skills. Must be computer literate.

**DUTIES** : Provide advice during panel discussions based on APP targets on funding and approved budget for funding of NPO's. Implement transfer payment to funded NPO's. Reconcile transfer payments. analyses Audited Financial Statements. Consolidate transfer payments. Develop staff work plans. Manage staff leave plans and supervise staff performance. Plan and implement staff training and development programmes.

**ENQUIRIES APPLICATIONS** : Ms Ziyanda Noncolela Tel: (011) 820 0429 – Ekurhuleni Region  
: Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development for attention Ms ZO Noncolela Tel: (011) 820 0429, Ekurhuleni Region, 40 Catlin Street, Germiston,1400.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

**POST 11/143** : **ADMINISTRATIVE OFFICER- HUMAN RESOURCE MANAGEMENT**

**SALARY CENTRE REQUIREMENTS** : R261 372 per annum (plus benefits)  
: Tshwane Region Ref No: SD/2022/03/28  
: Itireleng Residential Care for the Disabled Ref No: SD/2022/03/29  
: A three-year Tertiary Qualification (NQF Level 6 or 7) in Human Resource Management with 1-2 years' experience. A valid driver's license. Knowledge and understanding of Legislation, Policies, processes, and procedures governing Human Resource practice in the Public Service Knowledge and understanding of Human Resource needs, model and challenges in the Regional Office. Skills and Competencies; People oriented person, Performance driven, Goal oriented, People management; Query management and good communication skills.

**DUTIES** : Facilitating the implementation of overall leave capturing, Monitoring leave system interface, conducting leave audits, reporting and statistics complain. Receiving registers and quality checking resignations, retirements and transfers requests coordinating the submission of Document to Head Office. Preparing requests for filing of post source documents and coordinating the submission processes to Head Office. Monitoring the development of recruitment project plans and oversees implementation. Participating in short listing and interviews processes and providing HR support, Overseeing the implementation of the PMDS cycle compliance and issue reminders to supervisors and managers. Reporting documents submission discrepancies and requesting corrections from the components within a reasonable timeframe. Coordinating and supervising the creation of Personal Files, leave and PMDS files for all staff Supervising and monitoring the update and retrieved of HR files. Managing HR file storage access control, attending to staff grievances, and disciplinary matters. Managing the allocation and distribution of work to staff. Coordination of training and Development and Bursary within the region.

**ENQUIRIES** : Mr Athlolang Kotsedi Tel: (012) 359 3314 -Tshwane Region and Mr M Mokwena (012) 703 9014-Mr M Mokwena (012) 703 9014

- APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development for attention Mr. A Kotsedi Tel: (012) 359 3314, Tshwane Region, South Tower, 268 Lillian Ngoyi and Pretorius Streets, Private Bag X 226, Pretoria and Development, Itireleng RCFD, 3152 Sekwati Street Zone 2, Ga-Rankuwa 0208.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures
- POST 11/144** : **ADMINISTRATIVE OFFICER: ESS AND DATA MANAGEMENT REF NO: SD/2022/03/30**
- SALARY** : R261 372 per annum (plus benefits)  
**CENTRE** : Head Office (Johannesburg)  
**REQUIREMENTS** : A 3-year tertiary qualification (NQF Level 6/7) in Information Technology/ Computer Science with minimum of 1 - 2 years' experience. A Valid driver's licence. Knowledge and understanding of legislative framework governing the Public Service. Knowledge and understanding of PFMA. Knowledge of the Department's Constitutional mandate. Knowledge on SAP Social Care Solution and SAP Customer Relationship Management (SAP CRM). Knowledge on Business Warehouse (BW, concept data) and electronic records. Skills and Competencies: Time Management, Communication, Problem solving, Interpersonal, Writing, Conflict Management, Administrative Management and Computer skills.
- DUTIES** : Development of ESS relations including the creation of ESS reporting line template for users. Consolidation of reporting line report with all users and implement reporting line request on backend. Training super users on SAP R3. Training super users on SAP R3. Update ESS roles and obtain a request for creation on new user, investigate the error experienced by the user on ESS. Liaise with E-Gov for creation of ESS role. Ensure that leave quotas are correctly executed on all employees. Maintenance of SAP backend and obtain request from HR super-user and reset password for users and provide feedback. Compilation of ESS reports on monthly basis and analyse ESS report for error and omission. Forward the ESS report on leave status via the line manager to Senior management. Verification of ESS Org Structure Master Data. Maintain and Update ESS Org Structure. Ensure proper clean-up of the ESS Org Structure and correct placement of Staff in the SAP ESS Org structure.
- ENQUIRIES** : Ms N Smith Tel: (011) 355 7620  
**APPLICATIONS** : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Perm Building, Johannesburg for Attention- Ms N Smith, Tel- (011) 355 7620 or posted to- Private Bag X35, Johannesburg, 2000.NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.
- POST 11/145** : **PERSONAL ASSISTANT REF NO: SD/2022/03/31 (X2 POSTS)**
- SALARY** : R261 372 per annum (plus benefits)  
**CENTRE** : Head Office (Johannesburg) Directorate: Supply Chain and Directorate: Social Welfare and Specialist Social Services.  
**REQUIREMENTS** : Secretarial Diploma or equivalent qualification with 3-5 years' experience in rendering a support service to Senior Management. A valid drivers' license. Knowledge on the relevant legislation/policies/prescripts and procedures. Computer literacy (Microsoft Word, Excel, Outlook and PowerPoint, Project Office) is essential. Skills and Competencies: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette, High level of reliability, ability to do research and analyse documents and situations. Basic knowledge on financial administration.
- DUTIES** : Provide Secretarial/administrative support service to the Manager. Receive telephone calls in an environment where, in addition to the calls for the Senior Manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Operate and ensures that office equipment, printers, photocopiers and shredder are in good working order. Render administrative support services. Scrutinize routine submissions/reports and make notes and/or recommendations for the manger. Respond to enquiries received from internal and external stakeholders. Provide

support to manager regarding meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes/decisions and communicate to relevant role-players, follow-up on progress made. Support the manager with the administration of the manager's budget. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES**  
**APPLICATIONS**

- : Mr O Mkhabela Tel No: (011) 355 7937
- : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or Private Bag X35, Johannesburg, 2000 for attention- Mr O Mkhabela Tel- (011) 355 7937 NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.