

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(CENTRAL JOHANNESBURG TVET COLLEGE)**

OTHER POSTS

<u>POST12/128</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: CJC/HRM/01/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 9) plus benefits as applicable in the Public Sector Central Office: Park Town Grade 12 or equivalent qualification. Appropriate Degree/National Diploma (NQF level 6) in Human Resources Management or Public Administration, or equivalent. At least 8 years of experience in the human resources and administration environment. Must have a minimum 3 (three) years at a supervisory level. Thorough knowledge of relevant Sectoral and HR related legislations and public service regulations. Must be able to interpret and apply HR and related prescripts. Sound interpersonal relations and conflict management skills. Must be able to work independently as well as in a team. Good communication skills with a high proficiency in writing. Very good level of computer literacy. Knowledge of PERSAL system will be an advantage. Valid driver's licence. Ability to work under pressure and meet deadlines. Very good leadership and management skills. Sound experience in interpretation, development and implementation of HR policies. Au fait with the Continuing Education and Training Act (2006), Basic Conditions of Employment Act, Public Service Act, Employment of Educators Act and Labour Relations Act, Skills Development Act, Employment Equity Act, Public Service Regulations. Values/attributes: Client service focus. Integrity. Committed. Proactive. Loyal.
<u>DUTIES</u>	:	Develop and maintain Human Resources Administrative systems and practices. Facilitate and oversee recruitment and selection processes as per departmental policies. Manage and render conditions of services (leave, Housing, pension, bonus). Coordinate the design, review and implementation of the College organisational structure. Facilitate the development of job descriptions. Maintain and manage employee personal records. Facilitate, manage, develop and implement employee health and wellness programmes. Develop, manage and facilitate the training and development programmes (i.e. staff trainings, bursaries, internships and Learnership) Provide the coordination and implementation of performances management systems (PMDS & IQMS). Coordinate, develop and monitor the implementation and reporting of the Employment Equity plan. Attend all internal and external HR matters from relevant stakeholders. Prepare HR reports as required by the institutions and departmental processes. Ensure that the College has all required HR policies and other relevant prescripts. Facilitate the HR risk register. Ensure that all HR audit findings are addressed in prescribed time frames.
<u>ENQUIRIES APPLICATION NOTE</u>	:	Mr. B Khakhu Tel No: 011 351 6000 All applications are to be sent via email to recruitment38@cjc.edu.za . Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted. Note: Scanned Applications must consist of: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including academic records/transcripts, and ID document). Please note that copies of qualifications, ID and drivers licence need not be certified. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time.

Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.

CLOSING DATE

: 19 April 2022 at 16:00

POST 12/129

: **ASSISTANT DIRECTOR: OFFICE MANAGER (OFFICE OF THE PRINCIPAL) REF NO: CJC/OFM/02/2022**

SALARY

: R382 425 per annum (Level 09) plus benefits as applicable in the Public Sector

CENTRE

: Central Office: Park Town

REQUIREMENTS

: Grade 12 certificate or equivalent. A recognised three-year National Diploma (NQF6) in Recognised National Diploma (NQF 6) in /Public Management/ Business Management / Office Management and Technology or related qualification. A post graduate qualification in the relevant field/s will be an advantage. At least FIVE (5) years' relevant experience in strategic planning and public/ corporate administration environment. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration and the Higher Education sector. Understanding of corporate governance and Cost centre budgetary, expenditure and cash flow management. Knowledge of Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation.

DUTIES

: Render administrative/executive support services in the office of the Principal. Provide secretariat support to College Council, Council Committees, Academic Board, Senior Management and other approved committees. Provide strategic management, monitoring and evaluation services. Records management. Management of all human, financial and other resources of the unit. Ensure completion of performance agreements by all employees in the unit; Supervision of staff.

ENQUIRIES

: Mr. B Khakhu Tel No: 011 351 6000

APPLICATIONS

: All applications are to be sent via email to recruitment39@cjc.edu.za.

NOTE

: Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted. Note: Scanned Applications must consist of: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including, including matric or equivalent, academic records/transcripts and ID document). Please note that copies of qualifications, ID and drivers licence need not be certified. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. One complete set of scanned documents must be submitted separately for each post you wish to apply for. Do not separate the Z83, CV and qualifications into separate documents. Scan all these into a single flowing document for each post. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.

CLOSING DATE

: 19 April 2022 at 16:00

POST 12/130

: **ASSISTANT DIRECTOR: EXAMINATIONS AND ASSESSMENTS REF NO: CJC/EXA/04/2022**

SALARY

: R477 090 per annum (Level 10) plus benefits as applicable in the Public Sector

CENTRE

: Central Office: Park Town

<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. A recognised National Diploma (NQF 6) in Education/ Administration or equivalent qualification. A post graduate qualification in the relevant field/s will be an advantage. At least FIVE years of experience in the TVET environment. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of the Higher Education sector. Knowledge of White Paper on PSET Act. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge and understanding of COLTECH/ITS system and TVETMIS. Knowledge of national, provincial policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, Public Service Regulations. and Public Service Act, Labour Relations Act. Planning and Organising. Finance Management. Report Writing. Communication and Interpersonal. Problem Solving. Computer Literacy. Analytical. Client Oriented. Project Management. Team Leadership. Planning and Organising. People Management. Values/attributes: Client service focus. Integrity. Committed. Proactive. Loyal.
<u>DUTIES</u>	:	Manage the provision of examination services. Manage training of Invigilators, Markers and Data Capturers. Manage the establishment of the function of Irregularity Committee. Manage the control of issuing of the certificates. Manage proper administration of the examination unit. Management of all human, financial, and other resources of the unit. Ensuring completion of performance agreements by all employees in the unit. Supervision of staff.
<u>ENQUIRIES</u>	:	Mr. B Khakhu Tel No: 011 351 6000
<u>APPLICATIONS</u>	:	All applications are to be sent via email to recruitment41@cjc.edu.za .
<u>NOTE</u>	:	Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted. Note: Scanned Applications must consist of: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including academic records/transcripts, and ID document). Please note that copies of qualifications, ID and drivers licence need not be certified. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.
<u>CLOSING DATE</u>	:	19 April 2022 at 16:00
<u>POST 12/131</u>	:	<u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: CJC/MAC/05/2022</u>
<u>SALARY</u>	:	R382 245 per annum (Level 9) plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Office: Park Town
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. A recognised 3-year qualification in Management Accounting or Financial Management (NQF Level 6). (An NQF Level 7 qualification will be advantageous). Knowledge of IFRS/GRAP. An understanding of PFMA. Experience in cost reduction strategies, revenue enhancement strategies to assist the college in enhancing its profitability. Planning and Organising. Report Writing. Communication and Interpersonal. Problem Solving. Computer Literacy. Analytical. Client Oriented. Project Management. Team Leadership. Planning and Organising. People Management. Values/attributes: Client service focus. Integrity. Committed. Proactive. Loyal.
<u>DUTIES</u>	:	Ensure budget is prepared and monitored on a monthly basis, an analysis of the variance analysis report should be submitted to CFO monthly; Advise CFO

in ensuring efficiency of cost management and revenue enhancing measures; Monitor age of debtors and enhance recoverability measures; Analyse cost drivers and enhance their management; Report to CFO on all management accounting matters and provide support to the CFO and Principal on these strategies. Management of all human, financial, and other resources of the unit. Ensuring completion of performance agreements by all employees in the unit. Supervision of staff.

ENQUIRIES
APPLICATIONS
NOTE

- : Mr. B Khakhu Tel No: 011 351 6000
- : All applications are to be sent via email to recruitment42@cjc.edu.za.
- : Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted. Note: Scanned Applications must consist of: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including academic records/transcripts, and ID document). Please note that copies of qualifications, ID and drivers licence need not be certified. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.
- CLOSING DATE** : 19 April 2022 at 16:00

GAUTENG HEALTH

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

ERRATUM: Steve Biko Academic Hospital. Kindly note that post of Professional Nurses Speciality: Orthopaedic, Maternity, Critical Care, Child Nursing, Oncology And Operating Theatre (For Department of Health) with Ref No: SBAH 033/2022 advertised in Public Service Vacancy Circular 10 dated 18th March 2022 with a closing date of 04th April 2022, the correct Job Title Professional Nurses Speciality: Child Nursing Refs No: SBAH 033/2022. People whom applied should take note that their application will be considered, the closing date has been extended to 19th April 2022. **Dr. George Mukhari Academic Hospital:** Kindly note that the following post was advertised in Public Service Vacancy Circular 11 dated 25 March 2022, Human Resource Clerk (Information Help Desk) (with Ref No: Refs/013569; the post has been withdrawn. **Gauteng: Department Of Health: Heidelberg Hospital:** Kindly note that the following post was advertised in Public Service Vacancy Circular 09 of 2022 dated 11 March 2022, The Requirements have been amended as follows Basic qualification accredited with the South African Nursing Council (SANC) in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing) and basic midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse. A registration with SANC as a Professional Nurse. Diploma or Degree in Nursing and administration or management. A minimum of eight (8) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/ recognizable experience at management level. Computer literacy is essential. A management Qualification will be an added advantage. Skills: Presentation and report writing skills, Strong Leadership skills, Good Communication and Problem-solving skills, Planning and Organizing skills and Financial

Management skills. Problem solving, conflict resolution skills, able to work under pressure. Sound interrelationship is necessary in understanding of National Core Standards. Nursing strategy. PFMA, Labour Relations and other related legislative framework. Ability to work under pressure. The closing date has been extended to 19 April 2022 **Gauteng Thelle Mogoerane Hospital:** Kindly note that the following post advertised in Public Service Vacancy Circular 11 dated 25 March 2022. obstetrician and gynecologist specialist – grade 1, 2 oR 3 (1 post) ref no: obsy&gyane specialist - 03/2022 The Requirements have been amended as follows: 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. Further experience as an Obstetrician and Gynecologist after registration with the HPCSA will be an added advantage. Must be willing to form part of the commuted overtime for medical specialists, be able to provide 24/7 clinical services. Must have strong clinical and leadership skills, support Gauteng Health Clinical governance; experience in training and teaching of student and qualified health care practitioners, have desire to do 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. 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. Closing date will be extended to 22 April 2022 **Ekurhuleni Health District:** Kindly note that the following post Assistant Director: Human Resource Development with Reference No: EHD2022/03/10 were advertised in Public Service Vacancy Circular 11 OF 2022 posting date: 25 March 2022. The requirement has been added as follows: Requirements: National Diploma in Public Administration with 5 years' experience as Supervisor in HRD. The closing date has been extended to the 26 April 2022.

OTHER POSTS

- POST 12/132** : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/013620 (X3 POSTS)**
 Directorate: Internal Medicine (Internal Medicine, Gastroenterology, Endocrinology, Rheumatology, Nephrology, Infectious Diseases, Pulmonology, Haematology, Oncology)
- 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 normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and Service. Proof of current HPCSA registration for April 2022/March 2023 Card or Receipt of current registration with HPCSA. No experience.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing Medico Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.
- ENQUIRIES APPLICATIONS** : Dr N N Mqhayi-Mbambo Tel No: (011) 933 9154/8154
 : Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main

Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>.

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. 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

: 19 April 2022

POST 12/133

: **MEDICAL OFFICER GRADE 1 REF NO: REFS/013621 (X10 POSTS)**
Directorate: Internal Medicine

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 Registration with the HPCSA as Medical Practitioner. Proof of current HPCSA registration for April 2022/March 2023 Card or Receipt of current registration with HPCSA. FCP Part 1 and ACLS will be added advantage. No experience required.

DUTIE

: 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.
<u>ENQUIRIES</u>	:	Dr N N Mqhayi-Mbambo Tel No: (011) 933 9154/8154
<u>APPLICATIONS</u>	:	should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or http://professionaljobcentre.gpg.gov.za .
<u>NOTE</u>	:	No faxed applications will be considered. Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. 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.
<u>CLOSING DATE</u>	:	19 April 2022
<u>POST 12/134</u>	:	<u>MEDICAL REGISTRAR REF NO: REFS/013622 (X5 POSTS)</u> Directorate: Internal Medicine
<u>SALARY</u>	:	R833 523 per annum (All-inclusive package)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENT</u>	:	Appropriate medical qualification that allows registration with the HPCSA with Independent Practice. Registration with the HPCSA as Independent Medical Practitioner, Proof of current HPCSA registration for April 2022/March 2023 Card or Receipt of current registration with HPCSA. FCP Part 1, ACLS, AMLS, Diploma in HIV Management and post community service medical officer work experience in Internal Medicine will be added advantage.
<u>DUTIES</u>	:	As a Medical Registrar in Internal Medicine, the candidate will be expected to rotate between working both in General Internal Medicine and Medical subspecialties. In General Internal medicine, the candidate will be responsible for the clinical management of general medical patients within any of the Wits affiliated training hospitals. They will supervise medical officers and interns and liaise with their consultants on a daily basis regarding this. They will be required to perform and teach diagnostic and therapeutic procedures concordant with a

registrar's training in this regard. Other clinical duties will include managing patients at MOPD, managing patients attending the Subspecialty OPD or Speciality Ward Consultations within a relevant sub-speciality. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff.

ENQUIRIES : Dr N N Mqhayi-Mbambo Tel No: (011) 933 9154/8154
APPLICATIONS : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>.

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. 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 : 19 April 2022

POST 12/135 : **MEDICAL OFFICER GRADE 1 REF NO: REFS/013623 (X5 POSTS)**
Directorate: Intensive Care Unit

SALARY : R833 523 per annum (All-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Proof of current HPCSA registration for April 2022/March 2023 Card or Receipt of current registration with HPCSA. Training opportunities are inter alia available in the Intensive Care Unit Department. Current up-to-date resuscitation courses APLS (or PALS), ACLS, ATLS are required

DUTIES : Delivery of clinical services to critically ill patients. Participate in a multidisciplinary approach to the management of critically ill patients, under the

supervision of the ICU consultants. Evaluation and examination of referrals to the ICU in consultation with the ICU consultants. Performance of practical procedures relevant to the care of the critically ill patient. Participation in departmental meetings, journal clubs, Mortality and Morbidity meetings, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the ICU. Participate in clinical research conducted in the ICU. After hours (night and weekend) duties to provide continuous uninterrupted care of the critically ill patient.

ENQUIRIES : Dr. J Brown and Ms. Mutsila Tel No: 011 933 0270
APPLICATIONS : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at 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. 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 : 19 April 2022

POST 12/136 : **MEDICAL OFFICER GRADE 1 REF NO: REFS/013624 (X4 POSTS)**
 Directorate: Ear, Nose and Throat

SALARY : R833 523 per annum (All-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Proof of current HPCSA registration for April 2022/March 2023. Must be a South African citizen or permanent resident. Primaries in ENT will be an added advantage.

DUTIES : The incumbent will be responsible or seeing patients on a daily basis in the ward and management thereof in liaison with the registrar and the consultant.

The incumbent will admit patients to the ward, take bloods, do all the necessary investigations and help to prepare patients for theatre. The incumbent will be the first point of contact/call when patients in other departments in the hospital require assistance with ENT conditions. The incumbent will review patient files and charts on a daily basis and ensure that latest investigations are available in the files. The incumbent will attend to patients in the outpatient department and attend to their admissions to the ward. The incumbent will be required to attend to all administrative departmental duties, attend meetings in the department and participate in academic activities. The incumbent will liaise with X-Ray department in preparation for weekly X-Ray ENT combined meetings. The incumbent will be expected at all times to adhere to professional standards and uphold same when dealing with patients. The incumbent will be expected to execute their duties in a professional manner so as to reduce medical litigation by exercising good clinical practice. The incumbent should be willing to do commuted overtime and rendering after hours service and continuous uninterrupted care of patients on weekends, public holidays and after hours. The incumbent will be expected to interview, investigate, diagnose and initiated treatment of patients in the department.

ENQUIRIES
APPLICATIONS

: Prof MRI Ahmed and Miss Faith Mokoena Tel No: 082 739 2785/011 933 8052
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>.

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. 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

: 19 April 2022

- POST 12/137** : **MEDICAL REGISTRAR REF NO: REFS/013625 (X2 POSTS)**
Directorate: Ear, Nose and Throat
- SALARY** : R833 523 per annum (All-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Proof of current HPCSA registration for April 2022/March 2023. Must have Primaries and intermediate exams in ENT, ATLS and BSS in relevant department. The candidate will have rotated through the relevant departments of ICU and other surgical disciplines. Registrars must be a South African citizens or permanent residents. A valid driver's license.
- DUTIES** : The incumbent will be responsible for seeing patients on daily basis in the ward and management thereof in liaison with consultant. The incumbent will be expected to manage patients and do all the necessary investigations and help prepare patients for theatre. The incumbent will review patient files and charts on a daily basis and ensure that the latest investigations are available in the files. The incumbent will attend to patients in the outpatient department and attend to their admissions to the ward, where need be. The incumbent is required to attend all administrative departmental duties, attend meetings in the department and participate in academic activities. The incumbent will liaise with X-Ray department in preparation for weekly X-Ray ENT combined meetings. The incumbent will be expected at all times to adhere to professional standards and uphold same when dealing with patients. The incumbent will be expected to execute their duties in the professional manner so as to reduce medical litigation by exercising good clinical practice. The incumbent should be willing to do commuted overtime and rendering of afterhours services and continuous uninterrupted care of patients on weekends, public holidays and after hours. The incumbent will be expected to interview, investigate, diagnose and initiate treatment of patients in the department. The incumbent will be involved in teaching undergraduate students, supervise medical officers and will be required to participate in academic activities, including but not limited to, preparation of academic talks in the department, prepare talks for intervarsity meetings prepare talks/presentation for congress (national/international). Ensure that there is good record keeping in the department and collect data for research purposes. Registrars will be rotated through the different hospitals affiliated to the university of Witwatersrand and will be jointly appointed between the university of the Witwatersrand and Gauteng Provincial Health department.
- ENQUIRIES** : Prof MRI Ahmed and Miss Faith Mokoena Tel No: 082 739 2785/011 933 8052
- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>.
- 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. 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** : 19 April 2022
- POST 12/138** : **MEDICAL REGISTRAR REFS NO: SBAH 037/2022**
Directorate: Obstetrics and Gynaecology
- SALARY** : R833 523 per annum plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : MBChB Full Registration with Health professional's council of South African as Medical Practitioner.
- DUTIES** : The successful candidate will work in the Department of Obstetrics and Gynaecology and rotate at the hospitals that comprise the Pretoria Academic Complex. These include Kalafong Provincial Tertiary Hospital, Tembisa Hospital and Witbank Hospital. After-hour services are compulsory. The post includes teaching and training of under-graduate students in the department. The successful candidate will be required to participate in the departmental research initiative and in departmental outreach programs.
- ENQUIRIES** : Prof. P Soma-Pillay Tel No: 012 354 2366
- APPLICATIONS** : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 29 April 2022
- POST 12/139** : **CLINICAL PSYCHOLOGIST REF NO. REFS/013646 (1 POST)**
Directorate: Psychology Department
- SALARY** : Grade 1: R724,062 – R796,041.per annum
Grade 2 R844,884 – R937,704.per annum
Grade 3 R980,529 – R1,155,006.per annum (All-inclusive packages)
- CENTRE** : Leratong Hospital
- REQUIREMENTS** : Master's degree in Clinical Psychologist. Registration with HPCSA as Clinical Psychologist. Current Registration with HPCSA (Independent Practice).
- DUTIES** : Diagnostic assessment, full psychological assessment, and Psychotherapy to in and outpatients. Provide preventative mental health interventions, consultations - liaison, supervision, and training of interns. Keep accurate records. Participate in academic and research programs.
- ENQUIRIE** : Mrs. Z Nongogo Tel No: (011) 411-3618
- APPLICATIONS** : should be hand delivered to: Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 (Noon) on the closing date
- NOTE** : Applications must be submitted on a fully completed and signed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as copies of all qualification/s, current registration with HPCSA and ID document. Only Shortlisted candidates will be required to submit certified copies of qualifications and ID before interview. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted

candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants. People with disability are welcome to apply. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

- CLOSING DATE** : 19 April 2022 (12:00 noon)
- POST 12/140** : **PHARMACIST REF NO. REFS/ 013645 (1 POST)**
Directorate: Pharmacy Department
- SALARY** : Grade 1: R703,773 – R746,958.per annum
Grade 2 R762,291 – R809,067.per annum
Grade 3 R833,533 – R884,664.per annum (All-inclusive packages)
- CENTRE** : Leratong Hospital
- REQUIREMENTS** : Bachelor's degree / diploma in Pharmacy. Current registration with SAPC as a Pharmacist. Comprehensive knowledge of government regulations and policies. Computer literacy (Microsoft Office, Rx Solution and WinRDM). Administrative and People management skills. Sound communication skills (verbal & written). Good Planning and organizational skills. Good problem solving and interventional skills. Willing to participate in overtime over weekends or as need arises
- DUTIES** : Provision of pharmaceutical care which includes dispensing medicines in accordance with GPP. Prepacking, manufacturing, compounding of medicines and the supervision thereof. Purchase, storage, supply, distribution, and control of all medicines. Control of specified scheduled 5 and 6 medicines or substances. Be part of a multi – disciplinary teams for antimicrobial stewardship, infection control and total parenteral solutions and PTC in the institution. Participate in research and development. The provision of information and public health education. Maintenance of all documentation in line with SOP's. Training and staff appraisal. Project management and being part of M&E teams in the institution. Monitoring of ideal hospital standards, GPP and other standards. Deputize for Pharmacy Supervisor when required.
- ENQUIRIES** : Ms R Laher Tel No: (011) 411-3882
- APPLICATIONS** : should be hand delivered to: Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 (Noon) on the closing date.
- NOTE** : Applications must be submitted on a fully completed and signed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as copies of all qualification/s, current registration with SAPC and ID document. Only Shortlisted candidates will be required to submit certified copies of qualifications and ID before interview. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants. People with disability are welcome to apply. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

- CLOSING DATE** : 19 April 2022 (12:00 noon)
- POST 12/141** : **ASSISTANT MANAGER: SPECIALTY (PN-B4) REF NO: CHBAH 554 (X 1 POST)**
Directorate: Psychiatry Department
- SALARY CENTRE REQUIREMENTS** : R624 216 per annum (All-Inclusive Package)
Chris Hani Baragwanath Academic Hospital
A Basic R425 qualification (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A minimum of (10) year's appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate /recognisable experience in the relevant Department after obtaining the one year post basic qualification in Advance Psychiatric Care Nursing Science. 3 years must be recognisable experience as an Operational Manager. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, core standards and other relevant frameworks. Financial and budgetary knowledge pertaining to the relevant resources under nursing management. Skills: Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive.
- DUTIES** : Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stakeholders (i.e. inter personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage and monitor effective utilization and supervision of human, financial and physical resources. Co-ordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Maintain constructive working relationships with nursing and other stakeholders. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Management of personnel performance and review thereof.
- ENQUIRIES APPLICATIONS** : Mr B Mulaudzi Tel No: (011) 933 0134/9779
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 applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be

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

- CLOSING DATE** : 19 April 2022
- POST 12/142** : **OPERATIONAL MANAGER SPECIALTY (PNB3) REF NO: CHBAH 555 (X1 POST)**
Directorate: Nursing Division: Clinical Support (Critical Care)
- SALARY CENTRE REQUIREMENTS** : R571 242. per annum (All-Inclusive Package)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic nursing qualification with duration of one year, accredited with SANC in Critical-care Nursing Science. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate or recognizable experience after obtaining the 1-year post basic qualification in Critical-care Nursing Science. Current registration with the South African Nursing Council. Competencies: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point). Ability to work independently, innovate, problem-solving, communication, and decision making skills. Strong leadership, conflict resolution and sound interpersonal skills are necessary. Understanding of Ideal hospital framework, PFMA, Labour relations and other relevant legislative frameworks. Prepared to do night duty and corridor supervision under the supervision of an Area Manager. Report writing skills.
- DUTIES** : Supervision over day-to-day operations of the unit. Manage effective utilization and supervision of human, financial and material resources Promote quality of nursing care as directed by the scope of practice. Maintain professional growth/ethical standards and self-development. Promote nursing ethos and professionalism. Involvement in the Hospital Quality Assurance and Quality Improvement programmes. Coordinate unit meetings and liaison with members of the multidisciplinary team. Maintain a positive practice environment and participate in education and training of student nurses
- ENQUIRIES APPLICATIONS** : Mr B Mulaudzi Tel No: (011) 933 9779/0134
: 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 applications will be considered. Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card.

Applications without proof of the necessary documents required by HR will be disqualified. 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** : 19 April 2022
- POST 12/143** : **OPERATIONAL MANAGER NURSING (SPECIALITY UNIT): (PN-B3) REF NO: CHBAH 556 (X 3 POSTS)**
Directorate: Obstetrics and Gynaecology
- SALARY CENTRE REQUIREMENTS** : R571 242 per annum (All-Inclusive Package)
: 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. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/Recognizable experience in Midwifery after obtaining the 1-year post-basic qualification in the relevant speciality. Midwifery and Neonatal Science (Advanced Midwifery). A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. Leadership, ward Management/Administration, planning, Organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Knowledge of administrative policies and Guidelines. Display empathy for patients, promoting advocacy and Facilitate holistic treatment and Nursing care.
- DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research, and self-development. Be allocated to work night shifts, Weekends, public holidays and relieve the supervisor when required. Perform as an Operational Manager in accordance with the scope of practice demonstrate effective Communication with patients, supervisor and other health professionals and junior colleagues. Implementation of ideal Hospital Framework
- ENQUIRIES APPLICATIONS** : Mr B Mulaudzi Tel No: (011) 933 9779/0134
: 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

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CLOSING DATE

: 14 April 2022

POST 12/144

: **PROFESSIONAL NURSES SPECIALITY: ORTHOPAEDIC REFS NO: SBAH 038/2022**
(Re-Advetisement)
Directorate: Nursing

SALARY CENTRE

: R571 242 per annum (PN-B3) plus benefits
: Steve Biko Academic Hospital

REQUIREMENTS

: Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. Diploma/Degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year diploma in Medical and Surgical Nursing Science in Orthopaedic Nursing. A minimum of 9 years appropriate\recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 5 years of the period referred to above must be appropriate\recognizable experience after obtaining the one year post basic qualification of Medical and Surgical Nursing Science in Orthopaedic Nursing. Diploma/degree in Nursing Management will be an added advantage. South African Nursing Council annual practicing certificate. Service certificates are compulsory. Computer literate. Verified proof of experience. Valid driver's license. Strong leadership, good communication (verbal, non-verbal and written) and sound interpersonal skills are necessary

DUTIES

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

ENQUIRIES : Ms. AM Mowayo Tel No: 012 354 1300

APPLICATIONS : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 29 April 2022

POST 12/145 : **ASSISTANT DIRECTOR RADIOGRAPHER GRADE1 REFS NO: SBAH 039/2022**
Directorate: Diagnostic Radiography

SALARY : R525 087 per annum plus benefits

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : Diploma /B-RAD /B-Tech in Diagnostic Radiography. At least 12 years' experience as an independent Radiographer. 6 years' experience in a management position. Relevant additional qualifications will be taking in consideration Experience in an academic environment will be advantage. Registration with the HPCSA is compulsory. Leadership abilities essential. Outstanding interpersonal human relations and communication skills. Extensive knowledge and understanding of PACS system. Sound knowledge of Quality assurance of all X-ray equipment, including-General radiography-CT-MRI -Ultra sound, -Mammography, Angiography, Cath Lab. Knowledge of all applicable government acts and regulations pertaining to Radiographic services. A very high level of responsibility. Good computer skills.

DUTIES : HOD of the Radiography department. Managing the delivery of 24 hours Radiographic service in a tertiary hospital. Liaise with the head of department Radiology in implementing policies in the department. Total quality service management for the achievement of Batho- / Bana Pele Principles, and that the Radiographic services is in keeping with Radiation Legislation. Experience in conflict management. Ability to work under pressure. Ability to take initiative. Relevant budgetary duties. Extensive knowledge of all Radiology equipment mentioned above and compiling of Specifications. Maintenance contracts in place. Adhere and ensure compliance with SAHPRA and HPCSA Legislation. Management & Problem Solving. Manage and monitor performance and development of all staff. To participate and make inputs at hospital and provincial management meetings. Assists in research projects. Managing the filling of vacant posts. Provide and manage the human resources in the Radiography department. Provide CPD activities according to the requirements of HPCSA. Responsible for departmental statistics and waiting times. Liaise with the department of Radiographic sciences at the University of Pretoria in the training of Radiography students. Accommodate and assist Post-grad students. Provide operational advice and guidance to the subordinates. High level of responsibility and accountability. Urgent communication and solution pathway when any Radiological equipment malfunctions. Ability and willingness to deal with crisis or disaster even outside of working hours. Display of Leadership Qualities, Teamwork, -spirit and reliability.

ENQUIRIES : Prof. Z Lockhat Tel No. 012 354 1379

APPLICATIONS : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 29 April 2022

POST 12/146 : **OPERATIONAL MANAGER NURSING (NIGHT SUPERVISOR) REF NO: TRH 07/2022**
Directorate: Nursing

SALARY : Grade 1: R450 939 – R507 531 per annum
Grade 2: R522 765 – R588 390 per annum

CENTRE : Tshwane Rehabilitation Hospital

REQUIREMENTS : Basic R425 Qualifications i.e. Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. Current

		Registration with South African Nursing Council. Nursing Management will be strongly recommended. 7 years' experience post registration as a Nurse. Experience as a supervisor in the health care Sector, Patient care office and management. Experience in developing nursing standard operating procedures. Familiar the ideal monitoring system and be able to resolve conflict and complains. Computer literate. Valid driver's licence added advantage.
<u>DUTIES</u>	:	Assist in Nursing Management office. Manage all wards, patients care office day and night. Compile statistics. Supervise all Nursing care service for the centre. Conflict Management. Maintain discipline in the wards and nursing department. Promote quality Basic Nursing care and rehabilitation programmes as directed by the Scope of Nursing practice. Be able to work within the multidisciplinary health team. Demonstrate effective communication with patients, supervisors, other professionals and junior colleagues, including report writing. Manage material, human resource and assets allocated to nursing Department. Monitor and ensure proper utilization of funds. Monitor and evaluate daily activities. Ensure proper staff allocation for shifts in the wards. Manage staff performance. Be a team leader.
<u>ENQUIRIES</u>	:	Ms MM Rakwena, Tel. No: (012) 354 – 6135
<u>APPLIICATION</u>	:	Applications must be sent directly to: Godfrey.Polo@gauteng.gov.za or hand deliver to Corner Dr Savage and Soutpansberg Road, Pretoria 0001.
<u>NOTE</u>	:	Faxed applications will not be considered. Applications must be submitted on new form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recently updated CV, ID, qualification and relevant council registration certificate and proof current registration. All required documents attached need not be certified when, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 of which one must be immediate supervisor, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. Males and people with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	20 April 2022
<u>POST 12/147</u>	:	<u>SOCIAL WORKER SUPERVISOR GRADE 1 REF.NO: REFS/013626 (X 1 POST)</u> Directorate: Social Servicers
<u>SALARY</u>	:	R389 991 per annum (All-inclusive package)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12 certificate, Bachelor's Degree in Social Work, Certificate of Registration with the South African Council for Social Services Professions, Proof of the Current year registration to practice as a Social worker, Driver's license, computer literacy and Identity document. The incumbent must have at least seven years of experience practising as a Social worker.
<u>DUTIES</u>	:	To ensure that health care social work services are rendered through the promotion of social change, problem solving in human relationships and the empowerment and liberation of people to enhance their social well-being. Provide supervision according to social work supervision Policy and legislative requirements to the allocated staff per business unit. Identify and make recommendations on appropriate interventions required to address the identified conditions. Develop, determine, and plan programs to render the recommended interventions efficiently, effectively and economically. Quality control of the work delivered by Supervisees. Analyse, validate data and provide Supervision reports. Convene and participate in relevant meetings regarding social work services. Collaborate with other Programmes and Stakeholders. Assist and Participate in Awareness Programs as per Health

Calendar of events. Manage staff leave, work hours and Conflict. Do skills analysis and ensure that supervisees are trained and developed to be able to deliver work of the required standard that meet the Departmental norms and standards. Monitor and evaluate the effectiveness of social work services of the supervisees and give input to the Management. Debrief and support supervisees to manage occupational stress and related issues to promote a sound and effective social work service. The Incumbent must have the following skills: Planning and Organizing, Interpersonal, Leadership, Communication and Counselling. Be conversant with public service Legislature and Health Standard operating procedures and Policies.

**ENQUIRIES
APPLICATIONS**

: Ms. M.J. Shingange Tel : (011) 933 8858
 : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>.

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. 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

: 19 April 2022

POST 12/148

: **ASSISTANT DIRECTOR: FINANCE REF NO: TRH 08/2022**
 Directorate: Financial Management

**SALARY
CENTRE
REQUIREMENTS**

: R382 245.per annum (plus benefits)
 : Tshwane Rehabilitation Hospital
 : Grade 12 plus a three-year tertiary qualification in financial Management or equivalent tertiary qualification as recognised by SAQA. A minimum of 3 years relevant experience in a financial management of which 2 years must be as a Finance Controller or equivalent in Financial Accounting within the Public Sector. Knowledge and experience in PFMA, Treasury regulations and

relevant Finance and Supply Chain policies and prescripts. In-depth knowledge of basic Accounting transversal systems such as BAS, SAP, SRM, MEDSAS etc. Computer literacy and in-depth knowledge of MS Word, Excel, and PowerPoint. Must have a valid driver's licence. Competencies: Needs to be able to manage finance and Supply chain. Develop, review and implement financial accounting systems procedures in with the relevant legislation, regulations, frameworks and departmental policies and procedures. Must have ability to plan, organise, implement, monitor, evaluate, analyse and execute corrective measures. Able to meet commitments and produce results as per required timeframes. Willingness to work irregular hours when required.

DUTIES

: Manage the hospital's budget, expenditure and all other financial areas and Supply Chain adhere to policies and procedures. Manage the reconciliation of transversal systems and control accounts. Assist with budget planning, render advice on cost containment in relation to expenditure trends and compile expenditure reports. Monitor the policy and legislative framework to ensure there is audit compliance and cognisance is taken of new developments. Develop and maintain standard operating procedures and processes. Optimise revenue collection and effective debt management. Ensure that payment of compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Facilitate payment of service providers within the required timeframe. Provide financial administration and Accounting services (ledgers/journals, accounting and reporting (interim and annual financial statements). Provide advice and guidance to end users and relevant stakeholders on budget, revenue and expenditure procedures. Implement effective Human Resources and general administrative management within finance for optimal management of subordinates. Ensure that there is a seamless system with efficient processes to reach objectives within the timeframes required. Serve on relevant statutory committees as required. Ensure compliance with quality standards from the Office of Health Standards Compliance. Develop and implement relevant strategic and operational plans with monitoring and evaluation of finance and supply chain to achieve hospital objectives.

ENQUIRIES APPLICATIONS

: Mr MG Polo, Tel. No: (012) 354 – 6816
 : must be sent directly to: Godref.polo@gauteng.gov.za OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

NOTE

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

CLOSING DATE

: 20 April 2022

POST 12/149

: **ENGINEERING TECHNICIAN GRADE A/B REF NO: SBAH 040/2022**
 Directorate: Clinical Engineering

SALARY CENTRE REQUIREMENTS

: R272 745 per annum plus benefits
 : Steve Biko Academic Hospital
 : National Diploma in Engineering or relevant (Clinical Engineering) qualification. Registration with ECSA as an Engineering Technician. Three years post qualification technical (Clinical Engineering) experience or at least 14 years

appropriate/recognizable experience in the Clinical Engineering area after registration with ECSA with relevant experience in the repair and maintenance of medical equipment, good communication skills (verbal and written), ability to work under pressure, must be available to perform standby and after hour duties, good creative and analytical skills, must be skilled in the use of various hand tools and test equipment such as ECG simulator, defibrillator analyzer, infusion pump analyzer, multi meter, and other resources within Clinical Engineering, good understanding of Microsoft Office applications such as Word, Excel and Access.

DUTIES : Repair and maintain all medical equipment, 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

ENQUIRIES : Mr. K Dahlen Tel: (012) 354 1261

APPLICATIONS : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 29 April 2022

POST 12/150 : **FOOD SERVICE MANAGER REF NO: REF/202203**
Directorate: Cook Freeze Factory

SALARY : R261 372 per annum (Level 07)
CENTRE : Masakhane Provincial Laundry and Cook Freeze Factory
REQUIREMENTS : Grade 12 or equivalent qualification and three years National Diploma in Food Service Management/Food and beverage management or equivalent qualification. B.Tech in Food Service management/ Food & Beverage management will be added advantage. Atleast 3 years' experience working as a Food Service Supervisor in Public hospital/Clinical environment Food Service Unit. Computer knowledge of Word, Excel and Power Point. Knowledge of Food Service policies. Knowledge of hygiene and safety Ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Ability to handle confidential information. Ability to act with tact and discretion. Must be able to work under pressure, take initiative, and work independently and with a team. Ability to organize, lead and plan. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge of supply chain Management regulations, Labour relation Management and Human Resource Management. Must be willing to work under pressure, weekends, public holidays. Be willing to undergo continuous training and development. Management of personnel performance and review thereof in the sub-division.

DUTIES : Manage, control and direct the food services Unit effective and efficient services as well as nutritional care of patients by means of agreed budgets, quality standard and performance in accordance with the policies. Responsible for the overall management and administration of the Food Service Unit. Monitor ordering, receiving, storage and issuing of food items using the correct supply chain procedures. Monitor and manage customer care, Responsible for compliance with safety and health standards; Ensure compliance to hygiene standards within the food service unit; Monitor and ensure proper utilization of the finances and physical resources. Manage Food Service Staff and maintain proper communication within the Unit. Plan, implement and monitor all departmental activities related to procurement and financial system. Monitor plate wastage and opinion surveys to ensure that production, serving and distribution of meals follow the prescribed guidelines.

ENQUIRIES : Mr. AL Mokgetle Tel No: 012-564 6300

APPLICATIONS : Applications should be sent to Human Resource Manager, Masakhane Provincial Laundry and Cook Freeze Factory, Private Bag X 06, Rosslyn, 0200 or Hand Delivered at the Security gate 06 Piet Pretorius Street Rosslyn (Between 7:30am to 15:30pm Mondays to Fridays) and online at Gauteng Provincial Government <http://professionaljobcentre.gpg.gov.za>.

NOTE : The fully completed and signed new Z83 form should be accompanied by a recent updated CV as well as copies of all qualification and ID document (copies need not to be certified and only shortlisted candidates will be required

to submit certified documents when invited for the interviews). Please ensure that the reference number is quoted correctly.). The recommended candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and will be subjected to positive results of the security clearance process (criminal records), and the verification of educational qualifications certificates. Incomplete applications or applications received after closing date will not be considered. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was not successful.

- CLOSING DATE** : 19 April 2021
- POST 12/151** : **CHIEF ADMINISTRATION CLERK - MORTUARY REF NO. REFS/013497 (1 POST)**
Directorate: Patient Affairs – Mortuary Department
- SALARY CENTRE REQUIREMENTS** : R261,372 per annum (plus benefits)
: Leratong Hospital
: Grade 12 / equivalent. 3 to 5 years' experience in Patient Affairs. Three years National Diploma / Degree in Public Management / Public Administration will be an added advantage. Computer literacy (Ms Office). Knowledge of PAAB System. Good verbal and written communication skills. Good management and problem – solving skills. Conflict management skills. Be prepared to participate in the development of Operational Plan, quarterly Reviews and Annual Reports. Knowledge and application of the Batho Pele Principle, Six Key Ministerial Priorities, PFMA, procedure manual II and Circular letter 35 of 2017 in relation to accommodate and disposal of corpses of patient and other Persons, UPFS and all prescripts that govern Patient affairs. To relief colleagues as the need arises and work closely with other disciplines. Code 8 driver's licence and Mortuary experience will be an added advantage
- DUTIES** : Management of all key responsibilities areas by applying and implementing relevant mortuary administration policies and all other Patient administrative Procedures. Ensure that the mortuary register is always updated. Ensure that Home Affairs DHA1663 and SAPS Documents are correctly completed. Ensure that government Mortuary is contacted timeously for referral of bodies for autopsy. Ensure that tracing of families for unclaimed bodies is done. Ensure that preparations are done for Paupers Burial within Mortuary timeframes. Ensure supervision of other Patient affairs sections. Participating in all hospital scheduled meetings. Ensure that the department's LEAN management report and A3 is ready on weekly basis. Ensuring proper implementation of revenue collection procedures. Ensure continuous training and development of staff. Compilation and submission of accurate Patient statistics to improve efficiency. Responsible for personnel performance evaluation (PMDS) and monitoring of attendance
- ENQUIRIES APPLICATIONS** : Mr. S Bambula Tel No. (011) 411 3542
: Applications should be hand delivered to Leratong Hospital: Human Resource Department: Block 6 no 1 Adcock Street, Chamdor, Krugersdorp, 1740 or posted to Leratong Hospital. Human Resource Department, Private Bag X2078, Krugersdorp, 1740. Applications should be delivered by 12h00 (Noon) on the closing date.
- NOTE** : Applications must be submitted on a fully completed and signed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as copies of all qualification/s and ID document. Only Shortlisted candidates will be required to submit certified copies of qualifications and ID before interview. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants. People with disability are welcome to apply. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The

Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE : 19 April 2022 (12:00 noon)

POST 12/152 : **ADMINISTRATION CLERK: REF NO: CHBAH 557 (X 2 POSTS)**
Directorate: Logistics

SALARY : R176 310. per annum (Level 5)(Plus Benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Grade 12 certificate or equivalent. Computer literate (Ms Word, Ms Excel, Ms PowerPoint, and Internet). Basic knowledge of the regulations, legislative framework and processes related to Logistics (especially Portering Services) and the ability to interpret them. Excellent interpersonal and organizational skill. Ability to liaise with internal and external stakeholders. Ability to work under pressure. Ability to handle information confidentially. Ability to work independently and in a team. Ability to communicate well with people at different levels. Must be self-motivated. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Ability to handle tasks of multidisciplinary nature. Comply with the rotation roster to various Logistics areas. Must be prepared to rotate and operate as a reliever to other sections within Logistics. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Supervisory experience (including team leaders) in Portering Services will be an added advantage (Prove of supervisory/team leader experience e.g. letter of confirmation as supervisor/team leader will be required).

DUTIES : Supervise and monitor the Porters (Level 2 and 3) in all the units. Ensure that all staff is on duty as per duty roster, signed attendance registers and manage absenteeism. Monitor timekeeping by staff (i.e., keep to tea times and that there are no late coming or early departures). Implement corrective measures where necessary and/or involve Labour Relations. Control leaves forms and submit it to the next level supervisor for signature. Ensure completion of daily production sheets by Porters and submit it to the next level supervisor daily. Allocate duties to Porters using the automated Pottering system. Close logged calls after transporting of patients to requested service point. Ensure that stretchers and wheelchairs are available, clean and in a good working condition always. Conduct weekly and monthly meetings with the Porters. Do daily walkabouts to monitor the Porters. Submit weekly, monthly, and daily reports to the next level supervisor. Ensure that the Porters go for training (including in-service training). Ensure that all Porters are wearing their uniforms as prescribed daily. Relieve in other areas when requested by your supervisor and comply when rotation takes place. Adhere to any legal instruction given to you by a senior staff member. Assist with portering duties in case of crises/shortage (e.g., transport patients from and to relevant wards/departments). Comply with the Performance Management and Development System (contracting, mid-year reviews and final assessments). Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor.

ENQUIRIES : Ms J. van Rensburg Tel No: (011) 933 8756
APPLICATIONS : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE : Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered. Applications must be submitted on the new Z83 form and must be completed in full. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. According to Department of Public Service and Administration (DPSA) Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates, and current proof of Council where necessary. Such copies need not be certified when applying for the post; only shortlisted candidates will receive communication from Human Resources (HR) to submit certified copies not

older than 6 months on or before the day of the interview. Smart card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. 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

:

19 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 documents

CLOSING DATE

:

19 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. 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 12/153 : **SOCIAL WORK SUPERVISOR (PROBATION AND CANALIZATION) REF NO: SEDIBENG REGION: REF NO. SD/2022/03/64**

SALARY : R389 991 per annum (within the OSD framework)
CENTRE : Sedibeng Region (Directorate: Probation and Canalization)
REQUIREMENTS : 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 : Ms Bridgette Nkeane Tel: (016) 930 2096
APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development for attention Ms B Nkeane Tel: (016) 930 2096, 3 Moshoeshoe Street, Sebokeng or Private Bag X 209, Vanderbijlpark 1911.

NOTE : NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.

POST 12/154 : **SENIOR ADMIN OFFICER: NPO MONITORING AND EVALUATION REF NO: S/2022/03/65 (3 POSTS)**

SALARY : R321 543 per annum (plus benefits)
CENTRE : Sedibeng Region
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
APPLICATIONS

: Ms Bridgette Nkeane Tel: (016) 930 2096
: 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 Ms B Nkeane Tel: (016) 930 2096, 3 Moshoeshoe Street, Sebokeng or Private Bag X 209, Vanderbijlpark 1911.

NOTE

: NB: The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures