

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

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

- APPLICATIONS** : All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, or post to P/Bag x112, Marshalltown, 2107 or Applicants can apply online at: www.professionaljobcentre.gpg.gov.za
- CLOSING DATE** : 29 April 2022
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department or on the internet at www.dpsa.gov.za/documents) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number of the post that is being applied for must be indicated on your Z83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and copies of qualifications and ID must be attached (copies need not be certified). Communication regarding certified documents will be limited only to the shortlisted candidates. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

OTHER POSTS

- POST 13/103** : **ASSISTANT DIRECTOR: INJURY ON DUTY REF NO: REFS/013709**
Branch: Human Resource Services
- SALARY** : R382 245 per annum, (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric certificate plus National Diploma/Degree in Human Resource or related. 2-3 years people management in a Human Resource environment. In depth knowledge of COID Act.
- DUTIES** : Manage the operational execution of SLA's. Manage effective utilization of resource in the Injury on Duty team. To quality assure IOD processes and systems. Manage work allocation to team members. To conduct performance management reviews of staff. Maintain good customer relations. To mentor and support subordinates. Provide and analyse written reports on unit's performance.
- ENQUIRIES** : Mr. Themba Psungo Tel No: (011) 689 6980
- NOTE** : Preference will be given to Military Veterans.
- POST 13/104** : **PRACTITIONERS: HUMAN RESOURCE ADMINISTRATION REF NO: REFS/013710 (X6 POSTS)**
Branch: Human Resource Administration
- SALARY** : R321 543 per annum, (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric Certificate plus a National Diploma in Human Resource. 1-2 year's minimum of a Secretarial Diploma or related qualification. 1-2 years' experience in Human Resource transactional experience. Knowledge of the Public Sector and Transversal Systems.
- DUTIES** : To check/verify completeness of Human Resource Administration mandates/requests from Departments and capture on PERSAL, timeously and accurately. Identify Human Resource Administration problems, gaps and needs to be investigated and propose corrective measures. Give advice on Human Resource Administration matters pertaining to the application of the Public Service Regulations (PSR) Act. Resolve HR Administration problems and enquires. Render secretarial, administrative, office and personal support to senior manager. To provide a secretarial/receptionist.

ENQUIRIES : Ms. Nhlanhla Mabuza Tel No: (011) 689 8511
NOTE : Preference will be given to Military Veterans.

DEPARTMENT OF HEALTH

OTHER POSTS

POST 13/105 : **MEDICAL SPECIALIST PSYCHIATRIST REF NO: 013634 (X3 POSTS)**
Directorate: Clinical Services
(Re-Advert)

SALARY : Grade 1: R1 302 855 - R1 382 802 per annum, (all inclusive package)
Grade 2: R1 122 630 – R1 191 510 per annum, (all inclusive package)
Grade 3: R1 283 592 - R1 362 363 per annum, (all inclusive package)

CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : Appropriate qualification in Psychiatry which allows Registration as a Specialist Psychiatrist with the Health Professions Council of South Africa (HPCSA). Current Registration with the HPCSA as a Specialist Psychiatrist. Sound knowledge and skills in Psychiatry. Ability to work in a multi-disciplinary team. Knowledge of Legislation, Policies and Procedures pertaining to Mental Health Care Users. Computer literacy. A valid driver's licence.

DUTIES : In the General Unit: The provision of Care, treatment and rehabilitation to Mental Health Care Users within the framework of the Mental Health Care Act (No 17 of 2002); involvement in other General Psychiatric work as needed. In the Forensic Unit: to conduct Mental observations in terms of the Criminal Procedure Act (No 51 of 1977); care, treatment and rehabilitation of State Patients in terms of the Mental Health Care Act (No 17 of 2002); involvement in other Forensic Psychiatry work as needed. Teaching and training of Medical Students, Medical Officers and Psychiatric Registrars, as well as other personnel (e.g. Nurses, etc.). To stimulate, assist with and conduct research in the field of Psychiatry. To Supervise and Manage Junior Staff, which would include disciplinary responsibilities if and when necessary. Administrative duties. Active participation in Hospital Committees. To assist with the development of Policies and Protocols of the Hospital. Active participation in quality improvement programs including Clinical Audits, morbidity and mortality meetings and continuous Professional Development activities. To liaise with external stakeholders when appropriate. To always maintain Professional and Ethical Conduct.

ENQUIRIES : Dr LK Ndhlovu Tel No: (012) 529 3433/3201
APPLICATIONS : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or Apply online at www.gautengonline.gov.za.

NOTE : From 1 January 2021 should an application be received using the incorrect application form employment (Z83). Applications must be submitted on the new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full; failure to do so will result in your application being not considered. The fully completed new z83 form should be accompanied by recent CV as well as copies of all qualifications, ID document/Smart ID. Only shortlisted candidates will be requested to submit certified documents. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only and if you are not contacted within 3 months after closing date please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993. Applicants who previously applied are encouraged to apply again.

CLOSING DATE : 28 April 2022

POST 13/106 : **MEDICAL SPECIALIST GRADE 1 (PSYCHIATRY) REF NO: JUB 16/2022**

SALARY : R1 122 630 per annum
CENTRE : Jubilee District Hospital

- REQUIREMENTS** : MBBCh/MBChB or equivalent qualification plus either Mmed (Psych) or FC Psych, registration with HPCSA as a medical specialist. Proof of current registration with the HPCSA. Appropriate experience as a specialist. Ability to supervise a unit and work in a multi-disciplinary team. Knowledge of Public Service Legislation, Policies and Procedures and Medical ethics. Management experience will be an added advantage. Computer literacy (Ms Word, Ms Excel, PowerPoint). Ability to conduct and prepare training and presentations. Good communication and interpersonal skills. Demonstrate basic understanding of Human Resources and disciplinary procedures. Team building and problem solving skills. Strong leadership skills.
- DUTIES** : The successful candidate will provide administrative and clinical duties at a specialist level. He or she will consult, assess and manage in and outpatients comprehensively (including patients outside the mental unit), ensure accurate clinical record keeping, develop and implement evidence-based clinical protocols and guidelines. Partake in clinical audits and research activities. Complete relevant medico-legal documents timeously and reduce medical litigation by exercising good clinical ethos. Liaise with referral centres for patients who need further care and investigations. Implement and monitor adherence to national core standard (norms and standards). Rendering of afterhours services including weekends (commuted overtime). Provide outreach to facilities/services in the catchment area. Facilitate and participate in the training, development and mentorship of under and post graduate students, nurses, medical interns, community service and medical officers. Strengthen and Promote clinical effectiveness, implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Foster effective teamwork and lead the Multidisciplinary ward rounds. Facilitate and ensure effective communication with all management structures within the hospital. Assist with strategic and operational planning of services in the hospital and/or catchment area of the hospital. Management of relevant human resources. Ensure clinical risk management, adherence to Batho Pele Principles and Patient Rights Charter.
- ENQUIRIES** : Dr O. B. Modise Tel No: (012) 717 9302
- APPLICATIONS** : must be posted to Jubilee District Hospital, Human Resource Department, Private Bag x449, Hammanskraal 0400 or hand delivered to Jubilee District Hospital, Stand No. 92 Jubilee Road, Hammanskraal. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form (obtainable from any Public Service department or on the internet at www.dpsa.gov.za/documents) and must be completed in full and duly signed. Documents to be attached are:
 - recent, comprehensive CV, specifying all qualifications and experience, with respective dates, uncertified copies of the ID, qualification/s including matric, relevant council registration certificate, proof of current registration and relevant service certificates. Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date and those who do not comply with the requirements will not be taken into consideration. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification, Reference checks- (Provide at least three, one must be your immediate supervisor), identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. The recommended candidate maybe 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. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 26 April 2022, Time: 15:30

- POST 13/107** : **MEDICAL OFFICER GRADE 1 REF NO: HRM 27/21**
Directorate: Clinical
- SALARY CENTRE** : Grade 1: R833 523 per annum, (plus benefits)
: Sterkfontein Hospital, Helen Joseph Hospital, Chris Hani Baragwanath Hospital, Tara Hospital, Westrand District, Central Wits, Sedibeng Hospital, Ekuruleni Health District and Charlotte Maxeke Hospital.
- REQUIREMENTS** : Appropriate qualification which allows registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Proof of current registration with HPCSA. Community service doctors to provide appropriate proof of registration. An interest in psychiatry and experience in psychiatry as well as a diploma in mental health will be added advantage.
- DUTIES** : Clinical assessment, history taking, mental status examination and physical examination of psychiatric patients, formulation, development and execution of evidence based and compassionate patient care plans. The application of cost containment measures in service delivery is important. Assessment and management of medical and psychiatric emergencies. Counselling and education of patients and families. Proper clinical record keeping, including all laboratory results. Preparation of referral letters and discharge summaries for all patients. Participation in ward / departmental administrative duties. Teaching of students. Commitment to highest level of care, ethics, professionalism and punctuality. Work within a multi-disciplinary team and to report all conflict of interest and corruption. Participation in outreach, academic and research programs at any of the Gauteng Health facilities affiliated to the Department of Psychiatry at the University of the Witwatersrand. Clinical and overtime duties performed at any of the Gauteng Health facilities affiliated to the Department of Psychiatry at the University of the Witwatersrand.
- ENQUIRIES APPLICATIONS** : Professor U Subramaney Tel No: 011 951-8341
: Email to: Boitshoko.Khutoane@gauteng.gov.za,
Mandisa.Chirwa@wits.ac.za, Tiyani.Mathebula@gauteng.gov.za with a fully completed CV, copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Application must be submitted on fully completed new format Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents). The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies) If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
- CLOSING DATE** : 28 April 2022, Time: 12H00
- POST 13/108** : **REGISTRAR GRADE 1 REF NO: HRM 4/22**
Directorate: Clinical
- SALARY CENTRE** : Grade 1: R833 523 per annum, (plus benefits)
: Sterkfontein Hospital, Helen Joseph Hospital, Chris Hani Baragwanath Hospital, Tara Hospital, Westrand District, Central Wits, Sedibeng Hospital, Ekuruleni Health District and Charlotte Maxeke Hospital.
- REQUIREMENTS** : Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the HPCSA as an Independent Medical Practitioner and proof of current registration. Post qualification, at least 6 months of clinical psychiatry experience in an academically affiliated facility. Additional qualifications e.g. Diploma in Mental health and or Part 1 of the FCPsych examination will serve as an additional advantage.

- DUTIES** : Clinical assessment of psychiatric patients, formulation, development and execution of evidence based and compassionate patient care plans. The application of cost containment measures in service delivery is important. Assessment and management of medical and psychiatric emergencies. Counselling and education of patients and families. Proper clinical record keeping and preparation of referral letters and discharge summaries for all patients. Proper record keeping of all laboratory results. Participation in ward / departmental administrative duties. Commitment to highest level of care, ethics, professionalism and punctuality. Work responsibly within a multi-disciplinary team and reporting of all conflicts of interest and corruption. Participate in outreach, academic and research programs at any of the Gauteng Health facilities affiliated to the Department of Psychiatry at the University of the Witwatersrand. Registrars will be expected to perform clinical and overtime duties at any of the Gauteng Health facilities affiliated to the Department of Psychiatry at the University of the Witwatersrand. Academically. Attend the psychiatry teaching programme as per the department of Psychiatry at Wits University, conduct research under supervision, with respect to the attainment of the MMED, train in the various psychotherapy modalities; teach and supervise medical and undergraduate students as well as medical interns.
- ENQUIRIES APPLICATIONS** : Professor U Subramaney Tel No: 011 951-8341
: Email to: Boitshoko.Khutsoane@gauteng.gov.za,
Mandisa.Chirwa@wits.ac.za, Tiyani.Mathebula@gauteng.gov.za with a fully completed CV, copies of ID and Qualifications to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Application must be submitted on fully completed new format Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents). The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies) If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
- CLOSING DATE** : 28 April 2022, Time: 12H00
- POST 13/109** : **OPERATIONAL MANAGER (OPERATING THEATRE NURSING SCIENCE)**
(PN-B3) REF NO: JUB 12/2022
Directorate: Nursing Services
- SALARY CENTRE REQUIREMENTS** : R571 242 per annum
: Jubilee District Hospital
: Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e., Diploma/Degree in Nursing, or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic qualification with at least 1 year (one) duration accredited with SANC in terms of Government Notice No R212 in the relevant specialty operating nursing theatre. A minimum of 9 years appropriate/recognizable 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 after obtaining the year post-basic qualification in the relevant specialty .Critical attributes: excellent leadership skills, clinical problem solving, motivating and developing highly skilled staff assessing clinical patterns and facilitating the allocation of both human and financial resources.
- DUTIES** : Co-ordinate, delegates and re-adjust patient assignments, develops, prepares and monitor the personnel supply and equipment budgets in collaboration with staff and support department goals and objectives. Develop long -term unit staffing schedules and ensures adequate daily coverage in accordance with established staffing needs .Supervise sterile processing departments CSSD.

Maintain adequate instrumentation and equipment for all units. Develops and maintain up to date policies and procedures for the department including SOP"s. Maintains current knowledge development and ensures compliance with all regulatory and professional standard of care which includes staff in the theatre units. Creativity in developing quality performance improvement programmes. Maintain a safe environment for staff, and physicians and patients. Monitor staff adherence to protocols and procedures. Develop strategies to maintain a service excellence orientated approach. Holds regular meetings with staff and maintain a professional working relationship with all the theatre units and other department.

ENQUIRIES : Ms Aphane K.J Tel No: (012) 717 9300
APPLICATIONS : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

NOTE : Applications must be submitted on new Z83 form (obtainable from any Public Service department) and must be completed in full, and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates, uncertified copies of qualifications, SANC receipt and ID must be attached (Only shortlisted candidates will be required to certify such copies). General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

CLOSING DATE : 26 April 2022, Time: 15:30

POST 13/110 : **OPERATIONAL MANAGER NURSING (GENERAL UNIT) PN A5 GRADE 1**
REF NO: OPM/CCTC/01/10/2020 (X1 POST)
 Directorate: Nursing

SALARY : R450 939 per annum
CENTRE : Cullinan Care & Rehabilitation Centre
REQUIREMENTS : Qualification: Basic Nursing Diploma/Degree or equivalent qualification that allows registration with the SANC as a Professional Nurse and Degree or Diploma in Nursing Management. A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing (R425). Experience or qualification in psychiatric nursing having in-depth knowledge and understanding of Mental Health Care Act No 17 of 2002 to create and maintain a working inter-professional and multi-disciplinary relationship within nursing and internal and external stakeholders. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Knowledge of the Constitution of South Africa, statutory body requirements as well as relevant legislative framework governing the practice of nursing and midwifery. Knowledge of the general Public Service Administrative policies that have relevance to nursing practice, Labour Relations and Employment Equity issues that have bearing on the practice of nursing. Knowledge of the Public Finance Management Act (PFMA).

DUTIES : Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to

		enhance service delivery. Perform duties as delegated by the supervisor and relief duties of the assistant nurse manager's office as required. Ensures implementation of programs relevant to the area of speciality. Serves in quality improvement, IPC and Health and Safety committees. Demonstrate basic computer literacy as a support tool to enhance service delivery.
<u>ENQUIRIES APPLICATIONS</u>	:	T. L. Moloi Tel No: (012) 7347015
<u>CLOSING DATE</u>	:	may be hand delivered to Cullinan Care and Rehabilitation Centre or be posted at Private Bag X 1005, Cullinan, 1000 or Zonderwater Road, Cullinan, 1000. 28 April 2022 @12 noon
<u>POST 13/111</u>	:	<u>SPEECH THERAPIST AND AUDIOLOGIST REF NO: JUB 14/2022</u> Directorate: Speech and Hearing
<u>SALARY CENTRE REQUIREMENTS</u>	:	R317 976 per annum Jubilee District Hospital A degree in Speech Therapy and Audiology (STA) from a recognized university. Registration certificate as an independent practitioner with the HPCSA. Current/annual proof of registration with the HPCSA. Candidate should have complete their community service as of present. Excellent verbal and written communication skills .Computer literacy, teambuilding, teamwork and motivation/mentorship/coaching skills. Background knowledge of tertiary-level speech therapy and audiology services (i.e. ototoxicity monitoring, tracheostomy, laryngectomy, and video fluoroscopy studies) will be an added advantage.
<u>DUTIES</u>	:	Provide effective speech therapy and audiology services for inpatients and external stakeholders (e.g. outpatients, non-governmental organizations, home-based projects). Provide public education regarding hearing associated difficulties and pathologies, communication and feeding difficulties. Contribute towards development and implementation of strategic plans in keeping with the requirements of the institution, the province and national health .Analyze and interpret statistics and make suggestions to the work team to improve speech therapy and audiology services. Assist with management of resources of the department namely: human, finance and physical.
<u>ENQUIRIES APPLICATIONS</u>	:	MP Madavha Tel No: (012) 717 9300/9382 documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
<u>NOTE</u>	:	Applications must be submitted on new Z83 form (obtainable from any Public Service department) and must be completed in full, and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates, uncertified copies of qualifications, and ID must be attached (Only shortlisted candidates will be required to certify such copies). General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
<u>CLOSING DATE</u>	:	26 April 2022, Time: 15:30
<u>POST 13/112</u>	:	<u>ADMINISTRATION OFFICER (REGISTRY) REF NO: AOS/02/2022 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum, (plus benefits) Rahima Moosa Campus Grade 12 Certificate with Five (5) years relevant experience in the document management sphere OR Diploma/Degree in Archivist/Record Management with at least Two (2) years relevant experience. Communication (verbal & written), organizational & problem-solving skills. Good computer skills (MS Word, Excel, etc.). Attach proof of computer literacy. Ability to work under pressure. Sound Interpersonal relations. Conflict management and supervisory skills. Valid drivers' License.
<u>DUTIES</u>	:	Manage the franking of all outgoing mail. Record all remittances and registered mail in the respective registers. Manage the dissemination of internal correspondence to other institutions. Keep files and records according to classification system. Supervise the messenger service. Receive, date, stamp,

control and distribute incoming documents. Filing of documents on daily basis. Withdrawal of enquiry files in line with the archive policy. Administer postal services. Handle all other registry tasks as assigned by the supervisor. Management of photocopy room and Reception. Active participation in College committees.

- ENQUIRIES** : Mr. N.J. Machaba Tel No: (011) 247- 3345 / Mr AT Tsoke Tel No: (011) 247 3345
- APPLICATIONS** : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093. Human Resource Department, Private bag x116, Melville, 2109.
- NOTE** : All applications must be submitted on the new Z83 form. Include a CV stating all your competencies, training and knowledge. Employment history must reflect the complete calendar date (e.g. 01 April 2017 to 30 May 2020). Include copies of your matric certificate, ID document, driver's licence, proof of computer literacy (copies not need to be certified), current certificates of all qualifications. Driver's license and smart card must be copied both sides. The successful candidates will be subjected to security clearance processes (citizenship, criminal records and financial records) and the verification of educational qualification certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after the closing date will not be considered.
- CLOSING DATE** : 26 April 2022
- POST 13/113** : **OCCUPATIONAL THERAPY TECHNICIANS REF NO:**
REFS/WKH/09/04/2022 (X5 POSTS)
Directorate: Occupational Therapy
- SALARY** : R213 726 – R244 374 per annum, plus benefits. Salary will be in line with OSD regulations with regards to years of experience after registration.
- CENTRE REQUIREMENTS** : Weskoppies Hospital
Certificate as Occupational Therapy Technician or proof of examination with the HPCSA and registration as an OTT. Current registration with the HPCSA. Interest in Mental Health. Experience in Mental Health will be an advantage. The ability to work independent under supervision. Computer literacy will be an advantage.
- DUTIES** : Implement occupational therapy interventions under supervision of an Occupational Therapist with Mental Health Care Users in various settings from restrictive to less restrictive systems. It includes individual and group treatment sessions. Maintain quality assurance measure within scope of practice in Mental Health. Participate in meetings on patients care within your scope of practices. Partake and implement deinstitutionalization programs. Keep your CPD status complaint.
- ENQUIRIES APPLICATIONS** : Mrs. H Beetge Tel No: (012) 319 9783
should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.
- NOTE** : Applications should include latest Z83, CV, copies of ID (smart card ID and driver's license to be copied both sides) and qualifications. Applicants do not need to certify their documents, only shortlisted candidates will submit certified documents. Please note that should you not use the latest Z83 and completed, initialed and signed in full, the department reserves the right to disqualify your application. 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. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and

maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.
26 April 2022

CLOSING DATE

POST 13/114

HUMAN RESOURCE CLERK REF NO: JUB 15/2022

Directorate: Human Resource Management

SALARY

R176 310 per annum

CENTRE

Jubilee District Hospital

REQUIREMENTS

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

DUTIES

The successful candidate will be responsible for providing Human Resource Management Administrative support i.e. Appointment, Transfer, Promotion, Service termination, PMDS, Procedure on Incapacity Leave an ILL Health Retirement (PILIR), Leave Administration and Termination of Service functions. Establish control and monitoring mechanisms to ensure departmental compliance with legislative requirements in scope PILIR, Leave Administration and Termination of Services processes and assertively manage non-compliance. Compile monthly, quarterly and annual management information reports .Leave, Injury on duty, Overtime, filling of documents, OSD Translation, Coordination of training (internal and external), Recruitment and Selection. Drafting of Persal mandates, attending meetings and assisting with minute keeping. Any other HR related matters as delegated.

ENQUIRIES

Ms Maubane Tel No: (012) 717 9300/9388

APPLICATIONS

documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

NOTE

Applications must be submitted on new Z83 form (obtainable from any Public Service department) and must be completed in full, and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates, uncertified copies of qualifications, and ID must be attached (Only shortlisted candidates will be required to certify such copies). General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

CLOSING DATE

26 April 2022, Time: 15:30

POST 13/115

MATERIAL RECORDING CLERK REF NO: JUB 13/2022

Directorate: Supply Chain Management (Provisioning)

SALARY

R176 310 per annum

CENTRE

Jubilee District Hospital

REQUIREMENTS

Grade 12 Certificate with 1 year working experience in Supply Chain Management/Logistics Management as a Warehouse/Posting Clerk or BCom or National Diploma in Supply Chain Management / Logistics / Business Management with 6 months working experience. Must be computer literate, good understanding of Supply Chain Policy, PAS 1, PAS 2, PFMA, Treasury regulations, BBBEE, PPPFA, Inventory Management and Contract Management Policy. Other Skills Required: Ability to work under pressure and good interpersonal skills. Problem solving skills, creativity, and analytical skills. Good communication skills both verbal and written. Teamwork, Organizing, Coordination and time management.

DUTIES

Provide Supply Chain Management administrative support to the Hospital as follows: Warehouse Management: Receiving, checking, recording and storing of incoming stock. Picking, packing stock using FIFO method. Collecting and issuing of stock. Updating of bin cards and ledgers for all warehouse stock commodities. Compiling of RLS01 for stock replenishment. Participate in stock take project. General Warehouse duties. Perform any other duties delegated by Supervisors. Handle external and internal enquiries. Assist with general office duties within the supply chain management environment.

- ENQUIRIES APPLICATIONS** : Ms. N.E. Mbiyozo Tel No: 012 717 9333
 : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : Applications must be submitted on new Z83 form (obtainable from any Public Service department) and must be completed in full, and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates, uncertified copies of qualifications, ID must be attached (Only shortlisted candidates will be required to certify such copies). General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 26 April 2022, Time: 15:30
- POST 13/116** : **FINANCE CLERK REF NO: REFS/WKH/10/04/2022**
 Directorate: Finance
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum, plus benefits
 : Weskoppies Hospital
 : Senior Certificate (Grade 12/Matric) with 1-2 years working experience in Finance. A recognized and appropriate qualification in Financial Accounting will be an advantage. A relevant experience in a hospital Finance environment will be an added advantage. Good analytical skills, compare and interpret facts and figures. Good communication and interpersonal skills. Ability to work under pressure and meet deadlines. Ability to organize and plan daily tasks. Ability to execute work accurately and thoroughly. Must be able to work independently or in a team under supervision. Knowledge of BAS, SAP, MEDICOM. Basic knowledge of PFMA and treasury regulations. DORA and prescribe policies. Computer literate, good telephone etiquette and customer service.
- DUTIES** : The successful candidate will be expected to perform all office related tasks. Ensure patients are billed correctly and accurately also use ICD 10codes. Follow official procedures according to billing guide documents. Understanding and adherence to patient policies and procedures. Adhere to departmental business plan in order to meet monthly and annual revenue target Debt Management and collection of patient fees. Prevent within area of responsibility any under collection of patient's fees/revenue. Making follow ups of outstanding debts. Writing-off of long outstanding untraceable debts and submission of patient's accounts to Medical Aid and other stakeholders. Resolving queries relating to accounts receivable. Patient billing and audit findings. Debtor's recon allocates funds on MEDICOM and receiving and banking of revenue. Attend to enquiries in a professional manner, give guidance, advice and handle information, confidentially and retrieve information. Ensure safekeeping of all documentation in the office, administer the filling system, attend meetings and trainings and to undertake all administrative tasks pertaining to the processing of daily transactions. Keep a good filling system. Follow up on stakeholder queries. Any general office duties that may be required from time to time and must be willing to relieve in Finance Section.
- ENQUIRIES APPLICATIONS** : Ms. DM Rambau Tel No: (012) 319 9753
 : should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.
- NOTE** : Applications should include latest Z83, CV, copies of ID (smart card ID and driver's license to be copied both sides) and qualifications. Applicants do not need to certify their documents, only shortlisted candidates will submit certified documents. Please note that should you not use the latest Z83 and completed, initialed and signed in full, the department reserves the right to disqualify your application. 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. Suitable candidates will be subjected to personnel Suitability

Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.

CLOSING DATE

: 26 April 2022

POST 13/117

: **ADMINISTRATION CLERK REF NO: TRH09/2022**
Directorate: Facility Management Unit
(Re-advertisement, applicants who previously applied must-reapply)

SALARY

: R176 310 per annum (Level 05)

CENTRE

: Tshwane Rehabilitation Hospital

REQUIREMENTS

: Senior Certificate/Grade 12, 1 and above years' experience in Facility Management Unit, Transport and Security. Understanding of GDID E-Maintenance system and trades maintenance services, self-discipline, ability to work in team and willing to work under pressure. Excellent communication skills (written and Verbal), computer literate (window, excel, word). Understanding of occupational health and safety ACT in relation with maintenance of the building. Knowledge on Monitoring and supervising of support services sections e.g. transport, security, etc as requested by management. Valid driver's license from driving experience.

DUTIES

: To conduct regular building inspections, calls logged on GDID e-maintenance system on defects of the building on daily basis .Checking and updating of maintenance call register books in all sections. Monitoring of onsite contractors, GDID works team (Plumbing, Electricians, Carpentry and Mechanical Building) and other maintenance trades to make sure outstanding defects are resolved in time. Attending contractors site meetings, GDID forum meetings external and internal. Follow up outstanding maintenance calls logged with GDID chief artisan on daily basis to make sure that outstanding defects are fixed and updated on GDID e maintenance system. Development of service standard procedures (SOP' S) and Memos for the section/s. Arrangements of FMU meetings and taking of the minutes for record keeping .Development of checklist ,updated and report to the manager on status of essential equipment e.g. lifts, standby generator, wall medical systems ,etc. Ensure that reserved tanks are in good condition and always full of water supply. Ordering of stock and submitting of weekly reports to the manager. Monitoring and supervising of Support services e.g transport, security etc. Assisting in any other duties requested by management.

ENQUIRIES

: Mr ML Dladla Tel No: 012 354 - 60117

APPLICATIONS

: Applications must be sent directly to Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria, 0001.

NOTE

: No faxed or emailed applications will 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 off 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.
29 April 2022

CLOSING DATE

:

DEPARTMENT OF SOCIAL DEVELOPMENT

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention of Mr O Mkhabela. All applicants are also encouraged to number the pages of their CV and the attached certified documents

APPLICATIONS

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Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development Johannesburg Metro Region, 41 Fox Street, Private Bag X1, Johannesburg, 2000.

FOR ATTENTION

:

Ms. CS Dukwana Tel No: (011) 355 9502

CLOSING DATE

:

26 April 2022

NOTE

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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 POST

POST 13/118

:

PERSONAL ASSISTANT REF NO: SD/2022/04/01

SALARY

:

R261 372 per annum, (plus benefits)

CENTRE

:

Johannesburg Region

REQUIREMENTS

:

A Tertiary Qualification with 2 years' experience in rendering support service to Senior Management. A valid driver's license. Basic knowledge of the Department. Computer literacy (Microsoft Word, Excel, Outlook and PowerPoint, Project Office) is essential. Skills and Competencies: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette, High level of reliability, self-driven, hardworking and able to manage time in a dynamic environment. Basic knowledge of financial administration.

DUTIES

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Provide Secretarial/administrative support service to the Senior Manager. Receive telephone calls in an environment where, in addition to the calls for

the Senior Manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Register, track and follow-up on ministerial and hotline enquiries. Operate and ensures that office equipment, e.g fax machines and photocopiers are in good working order. Document, mail and diary management. Render administrative support services. Scrutinize routine submissions/reports and make notes and/or recommendations for the Senior manager. Provide support to manager regarding meetings. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes/decisions and communicate to relevant role-players, follow-up on progress made. Support the manager with the administration of the manager's budget. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES
NOTE

- : Ms CS Dukwana Tel No: (011) 355 9502- Johannesburg Metro Region
- : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures.