

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

<u>POST 14/98</u>	:	<u>MEDICAL SPECIALIST REF NO: REFS/013742</u> Directorate: Internal Medicine (Critical care)
<u>SALARY</u>	:	Grade 1: R1 122 630.per annum, (all-inclusive package) Grade 2: R1 283 592.per annum, (all-inclusive package) Grade 3: R1 489 665.per annum, (all-inclusive package)
<u>CENTRE REQUIREMENTS</u>	:	Charlotte Maxeke Johannesburg Academic Hospital Grade I Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Internal Medicine and/or a sub specialist in Internal Medicine. Registration with the HPCSA as Medical Specialty in Internal Medicine. No experience required after registration with the HPCSA as Medical Specialist. The following will be an added advantage: Preference will be given to candidates with FCP (Part 1), ACLS, AMLS, Diploma in HIV Management and with post community service medical officer work experience in Internal Medicine. Medical Specialist Grade II . Registration with the HPCSA as Medical Specialist in Internal Medicine and proof of current registration. A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Internal Medicine. Medical Specialist Grade III Appropriate qualification that allows for registration with the HPCSA as Medical Specialist in Internal Medicine. Registration with the HPCSA as Medical Specialist in Internal Medicine and proof of current registration. A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Internal Medicine.
<u>DUTIES</u>	:	As a Critical Care Fellow, the candidate will be responsible for the clinical management of intensive care and high care patients across the spectrum of disciplines. The incumbent will be required to lead operational and academic ward rounds and be integrally involved in all aspects of patient management. In addition, the incumbent will be required to supervise junior staff members. Other clinical duties may include managing patients as part of outreach duties at cluster hospitals and other academic units associated with the Division of Critical Care. A percentage of time may be permitted to be spent in the candidate's parent specialty (up to 25%). This will be determined by the Academic Head. 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 associate clinical staff. Successful candidates will need to fulfil the training requirement as set out by the CMSA and University of the Witwatersrand Division of Critical Care. Rotation through the various academic hospitals may occur. Participation in the educational duties of the Division of Critical Care, involvement in research activities of the Division of Critical Care, and output of at least one peer-reviewed publication per annum is expected of successful candidate/s. Duties will also include appropriate training and supervision of Registrars, Medical Officers, Medical Interns and Medical Students, including tutorials, teaching ward rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof. M Mer Tel No: 011 488 3567 Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za . Please use the reference as subject.
<u>NOTE</u>	:	The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a new Z83 form 2021 (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with a C.V, applications must include three (3) contactable references, Copies of I.D and Qualifications to be attached. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a

medical screening test. Suitable candidates will have to disclose his / her financial interest. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful.

- CLOSING DATE** : 11 May 2022
- POST 14/99** : **MEDICAL SPECIALIST (FELLOW) REF NO: REFS/013743**
(Two-year contract)
Directorate: Internal Medicine (Critical care)
- SALARY** : Grade 1: R1 122 630.per annum, (all-inclusive package)
Grade 2: R1 283 592.per annum, (all-inclusive package)
Grade 3: R1 489 665.per annum, (all-inclusive package)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : **Grade I** Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Internal Medicine and/or a sub specialist in Internal Medicine. Registration with the HPCSA as Medical Specialty in Internal Medicine. No experience required after registration with the HPCSA as Medical Specialist. The following will be an added advantage: Preference will be given to candidates with FCP (Part 1), ACLS, AMLS, Diploma in HIV Management and with post community service medical officer work experience in Internal Medicine. **Medical Specialist Grade II** Appropriate qualification that allows for registration with the HPCSA as Medical Specialist in Internal Medicine. Registration with the HPCSA as Medical Specialist in Internal Medicine and proof of current registration. A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Internal Medicine. **Medical Specialist Grade III** Appropriate qualification that allows for registration with the HPCSA as Medical Specialist in Internal Medicine. Registration with the HPCSA as Medical Specialist in Internal Medicine and proof of current registration. A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Internal Medicine.
- DUTIES** : As a Critical Care Fellow, the candidate will be responsible for the clinical management of intensive care and high care patients across the spectrum of disciplines. The incumbent will be required to lead operational and academic ward rounds and be integrally involved in all aspects of patient management. In addition, the incumbent will be required to supervise junior staff members. Other clinical duties may include managing patients as part of outreach duties at cluster hospitals and other academic units associated with the Division of Critical Care. A percentage of time may be permitted to be spent in the candidate's parent specialty (up to 25%). This will be determined by the Academic Head. 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 associate clinical staff. Successful candidates will need to fulfil the training requirement as set out by the CMSA and University of the Witwatersrand Division of Critical Care. Rotation through the various academic hospitals may occur. Participation in the educational duties of the Division of Critical Care, involvement in research activities of the Division of Critical Care, and output of at least one peer-reviewed publication per annum is expected of successful candidate/s. Duties will also include appropriate training and supervision of Registrars, Medical Officers, Medical Interns and Medical Students, including tutorials, teaching ward rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff.
- ENQUIRIES** : Prof. M Mer Tel No: 011 488 3567
- APPLICATIONS** : Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a new Z83 form 2021 (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with a C.V, applications must include three (3) contactable references, Copies of I.D and Qualifications to be attached. Therefore, only the shortlisted candidates for the post will be required to submit certified documents on or before the day of the

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

- CLOSING DATE** : 11 May 2022
- POST 14/100** : **MEDICAL SPECIALIST REF NO: REFS/013744**
Directorate: Internal Medicine – Gastroenterology
- SALARY** : Grade 1: R1 122 630.per annum, (all-inclusive package)
Grade 2: R1 283 592.per annum, (all-inclusive package)
Grade 3: R1 489 665.per annum, (all-inclusive package)
- CENTRE REQUIREMENTS** : Charlotte Maxeke Johannesburg Academic Hospital
Medical Specialist **Grade I** Appropriate medical qualification that allows registration with the HPCSA as a specialist in internal medicine and/or a sub specialist in the required field. The following will be an added advantage: Preference will be given to candidates with FCP (Part 1), ACLS, AMLS, Diploma in HIV Management and experience in Internal Medicine. Medical Specialist **Grade II** Appropriate qualification that allows for registration with the HPCSA as Medical Specialist in Internal Medicine. Registration with the HPCSA as Medical Specialist in Internal Medicine and proof of current registration. A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Internal Medicine. Medical Specialist **Grade III** Appropriate qualification that allows for registration with the HPCSA as Medical Specialist in Internal Medicine. Registration with the HPCSA as Medical Specialist in Internal Medicine and proof of current registration. A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Internal Medicine.
- DUTIES** : As a consultant, the candidate will be responsible for clinical management of general medical patients and sub specialist medicine responsibilities. The incumbent will be required to lead operational and academic ward rounds including post-intake, follow-up and grand rounds. As the most senior doctor in the unit, the incumbent will be required to supervise registrars, medical officers, intern doctors and students in patient care and the performance of diagnostic and therapeutic procedures. Other clinical duties will include managing patients at OPD, managing patients attending the Subspecialty OPD or Specialty Ward Consultations within a relevant Sub-specialty. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role and clinical mentor to junior doctors and associated clinical staff. Co-ordination of sub specialist services at CMJAH and cluster hospitals for both inpatient and outpatient services. Supervision of clinical technology services as required. Overseeing the development of appropriate referral pathways and development of services at referral hospitals. Participation in the academic duties of the Wits Internal Medicine and related Departments/ Sub Specialties. Performance of research within the department. Supervision of research within the department and MMed students. Training and supervision of Senior registrars, Registrars, Medical Officers, Medical Interns and Medical students including tutorials, Teaching ward rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff.
- ENQUIRIES APPLICATIONS** : Prof. A Mahomed Tel No: 011 488 3654/3554
Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.
- NOTE** : Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with an updated, clear and concise C.V, with 3 contactable referees. Copies of I.D and Qualifications to be attached. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record

check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability. African Females, Coloured Males and females, Indian Males and Females and White Males and females as well as people with disabilities are encouraged to apply.

- CLOSING DATE** : 11 May 2022
- POST 14/101** : **OPERATIONAL MANAGER NURSING (SUBDISTRICT 1) REF NO: TDHS/A/2022/38**
Directorate: Ward Base Primary Health Care Outreach Teams Program
- SALARY** : Grade 1: R450 939 – R507 531 per annum
Grade 2: R522 765 – R588 390 per annum
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : A basic R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. Registration with the SANC as professional nurse and provide proof of current registration. A minimum of 7 years appropriate recognizable experience in nursing after registration as professional nurse with the SANC in General nursing and Midwifery, Financial management skills, Human resource management skills, leadership and organizational skills, decision making and problem-solving skills and sound knowledge of public service policies and code of Conduct. Computer literacy and driver's license an added advantage.
- DUTIES** : Provide leadership to Ward Based Primary Health Care Outreach Teams at sub district level. Provide training to Community Health Care Workers and outreach team leaders. Oversee activities of all outreach teams in the sub district. Supervise and guide the Ward Based Primary Health Care Outreach Teams in the sub district. Participate in stake holder consultation and liaison with facility managers, sub district managers and school health coordinators. Monitor and evaluate the activities of teams. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that team's function within the allocated budget. Supervise and monitor staff performance in accordance with performance Management and Development System (PMDS). Develop and implement staff training plan, attend to grievances of staff and administer discipline and ensure that absenteeism and abscondment of staff is effectively controlled. Collate the monthly sub district reports and ensure submission of monthly, quarterly, and annual reports on time.
- ENQUIRIES** : Ms. SN Lerumo Tel No: (012) 353 6044
- APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : Applications must be submitted on New Z83 form (application form), obtainable from any Public Service Department. Copies of all required documents must be attached. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR department. Should you not hear from us within three (3) months after closing date, please consider your application unsuccessful.
- CLOSING DATE** : 13 May 2022
- POST 14/102** : **CLINICAL PROGRAMME COORDINATOR- CHILD HEALTH, EPI, CDC & OUTBREAK RESPONSE REF NO: TDHS/A/2022/39**
Directorate: Health & Outreach Programmes
- SALARY** : R450 939 – R588 390 per annum
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Profession. Current proof of registration with SANC is required. Management qualification will serve as an added advantage Other Skills / Requirements: A minimum of 7 years

- appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Preferably 3 years' experience in Child Health; PMTCT, Disease Surveillance, Communicable Disease Control & Outbreak Response. Registration with SANC; Computer Literacy; Valid Driver's License.
- DUTIES** : Ensure availability and implementation of Child Health; PMTCT, Disease Surveillance, CDC; Outbreak RESPONSE Policies. Support PHC Facilities and District Hospitals to provide quality services. Provide training and support to clinicians on IMCI. EPI. PMTCT & Disease Surveillance. Plan and coordinate the application of clinical strategies associated with Communicable Diseases in the District through case investigation, outbreak control response, inspection, monitoring and evaluation (e.g TB, Malaria, Rabies, Vaccine Preventable diseases, Covid-19 etc.). Review case report forms submitted by facilities for completeness, timeliness, adherence to policies and institution of control measures. Respond to general questions from Public, Health providers, Private sector, etc. about Communicable diseases affecting the community and communicate the risks, prevention, and control measures associated with communicable diseases. Monitor indicators/surveillance data which measure health practices in the Sub District, in order to provide support and report on findings to district health management. Network with other provincial departmental and NGO's to maintain a referral service for community members inclusive of community based services thereby supporting the broader health care provision in the district. Analyses emerging health practices and trends and introduce remedial action in conjunction with health care specialists. Plan, organize and conduct Catch up campaign and events that convey health messages and practices which support prevention and control of communicable diseases.
- ENQUIRIES** : Mrs Lekwetji Komane Tel No: 012 4519213
APPLICATIONS : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- NOTE** : (a) Applications must be submitted on new Z83 Form (application form), obtainable from any Public Service Department. (b) Updated Curriculum Vitae (c) ID copy (d) Qualification doesn't have to be certified. (d) Copy of a driver's license.
- CLOSING DATE** : 13 May 2022
- POST 14/103** : **ULTRASOUND RADIOGRAPHER (GRADE 1-2) REF NO: TDHS/A/2022/40**
 Directorate: Radiography Services
- SALARY** : Grade 1: R401 640 - R459 231 per annum
 Grade 2: R473 112 - R540 954 per annum
- CENTRE** : Tshwane District Health Services
REQUIREMENTS : Recognised Bachelors's Degree or National Diploma/B-Tech in Ultrasound Radiography. Registration with the Health Professions Council of South Africa (HPCSA) as a Ultrasound Radiographer. Current registration with HPCSA for 2021/22 period as Ultrasound Radiographer. Fully completed and duly signed new Z83 form, Copies of qualifications, matric certificate, ID copy (both sides for smart ID card), Drivers licence, and an updated CV (dates in dd/mm/yy format) must be attached. A minimum of 0 to 20 years as an Ultrasound Radiographer/Sonographer. Experience in performing Obstetrics, Gynaecology, Abdominal Ultrasound, general and other ultrasound examinations required. Ability to work independently as part of multidisciplinary team. Be able to implement protocols and standard operating procedures in Ultrasound Radiography. Basic knowledge of equipment utilization and trouble shooting. Sound report writing, administrative, problem solving and computer literacy skills. Other Skills / Requirements: Knowledge of Public Service Regulations, policies, Acts and procedures. Thorough knowledge of the PFMA. Computer literacy (MS Word, MS PowerPoint, MS Excel). Ability to work under pressure. Good communication skills (written and verbal). Have effective interpersonal skills, strategic planning, and organizational and time management skills. Compliance with budgeting, Regulated Norms and Standards and Ideal Clinic Realization and Maintenance Framework, Health Information Management, PMDS, Occupational Health and Safety and Infection Prevention and Control principles.
- DUTIES** : Preparing the patients for the Ultrasound examinations in Tshwane District Health Services Clinics and Community Health Centers. May assist in District

hospitals when the need arises. Selecting the appropriate equipment for the Ultrasound examinations. Performing Ultrasound examinations that yield important diagnostic information. Use Ultrasound machine to view and interpret images for the diagnostic and treatment of medical conditions. Co-ordinate and organize daily workload/running of the department. Must ensure that equipment is adequately maintained and ensure QC tests are performed. Attend to seminars/congresses to keep abreast with advancement in technology and techniques. Participate in Continuous Professional Development. Monitor stock levels in the department/ examination room. Maintain weekly, monthly, and annual patient statistics and waiting times. Promote teamwork and good working relationship amongst staff members and multi-disciplinary team members.

- ENQUIRIES APPLICATIONS** : Mr T. Shandukani Tel No: 076 522 0946 (working hours-weekdays)
- NOTE** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.
- CLOSING DATE** : Applications must be submitted on form Z83 (new application form), obtainable from any Public Service Department. Such copies of documents need not be certified when applying for the post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR department.
- POST 14/104** : **SOCIAL WORK SUPERVISOR REF NO: REFS/013745**
Directorate: Social Worker
- SALARY CENTRE REQUIREMENTS** : R389 991 per annum
: Charlotte Maxeke Johannesburg Academic Hospital
: A four-year Degree in Social Work. Current Registration with SACSSP as a social worker. Minimum of 7 years in social work after registration as a social worker with SACSSP. Ability to work within a multidisciplinary team, and having received supervision/ consultation within the approved health care supervision policy in the past 3 years. The ability and experience to supervise junior social workers and students. The following will be added advantage: Knowledge of producing outputs relevant to key customers is of utmost importance. The competency profile of social work knowledge, skill and professional attitude must be displayed in aspiring candidate's curriculum vitae. A minimum of 3 years 'experience in health care environment and exposure to mental health services.
- DUTIES** : To ensure that health care social work service are rendered through the promotion of social change, problem solving in human relationship and the empowerment and liberation of people to enhance social wellbeing. This achieved through six key responsibility areas (KRAs); clinical work (direct and indirect), general management, staff management, financial management, training and development and liaison function.
- ENQUIRIES APPLICATIONS** : Ms. M Kamko Tel No: 011 488 4135
: Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.
- NOTE** : Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with an updated, clear and concise C.V, with 3 contactable referees. Copies of I.D and Qualifications to be attached. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability. African Males, Coloured Males and females, Indian Males and Females and White Males and females as well as people with disabilities are encouraged to apply.

CLOSING DATE : 11 May 2022

POST 14/105 : **OPERATIONAL MANAGER NURSING: (PROFESSIONAL NURSE (SPECIALTY NURSING) THEATRE REF NO: SEB/PNS/22/01 (X1 POST)**
Directorate: Nursing (Theatre)

SALARY : Grade 1 R388 974 – R450 939 per annum, (all-inclusive package)
CENTRE : Sebokeng Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in the relevant specialty. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

DUTIES : Provision of quality clinical nursing care in area of speciality within legal and ethical framework. Implement cost-containment measures to ensure efficient utilization of human material and financial resources.

ENQUIRIES : Mr. SJK Sejeng Tel No: (016 930 3302)
APPLICATIONS : Applications should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.

NOTE : Applications must be submitted on form of new Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV as well as copies of all qualifications and ID document and any other relevant documents. Such copies need not to be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB: People With Disabilities Are Encouraged To Apply. Recommended Candidates Will Be Subjected To Medical Assessment

CLOSING DATE : 13 May 2022

POST 14/106 : **OPERATIONAL MANAGER NURSING: (PROFESSIONAL NURSE (SPECIALTY NURSING) PEADIATRIC REF NO: SEB/PNS/22/02 (X1 POST)**
Directorate: Nursing (Peadiatric)

SALARY : Grade 1: R388 974 – R450 939 per annum, (all-inclusive package)
CENTRE : Sebokeng Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Registration with SANC as Professional Nurse and proof of current registration. A post basic qualification with duration of at least 1 year, accredited with the SANC as a speciality in Peadiatric. A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. Less 1 year form experience for candidates appointed from outside the Public Service after complying with registration requirements.

DUTIES : Provision of quality clinical nursing care in area of speciality within legal and ethical framework. Implement cost-containment measures to ensure efficient utilization of human material and financial resources.

ENQUIRIES : Mr. SJK Sejeng Tel No: (016 930 3302)
APPLICATIONS : Applications should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.

NOTE : Applications must be submitted on form of new Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV as well as copies of all qualifications and ID document and any other relevant documents. Such copies need not to be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3)

months after the closing date please accept that your application was unsuccessful. NB: People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

CLOSING DATE

: 13 May 2022

POST 14/107

ASSISTANT DIRECTOR: FINANCE REF NO: EMS/ADFIN/04/2022

This is the Re-advertisement. Candidates who applied previously need to re-apply

SALARY

: R382 245 per annum (Level 09)

CENTRE

: EMS Head Office: Midrand

REQUIREMENTS

: Grade 12 with a three-year qualification, a National Diploma or Degree in Public Finance Management/Cost and Management Accounting/Accounting Management and Financial Information System. A minimum of five years' financial experience at a Supervisory level. A valid driver's license. Knowledge and understanding of Public Financial Management Act (PFMA), National Treasury Regulations (NTR), Generally Recognized Accounting Practice (GRAP), Division of Revenue Act (DoRA) and other Financial Guidelines & Procedures. Knowledge of Government Financial Systems with preference for BAS, SAP, PERSAL. Skills: Financial Management. Good Communication (both written & verbal); Computer Literacy (EXCEL). Management & Organizational. Human Resources Management with Accountability and Ethical Conduct.

DUTIES

: Compile and management of yearly and MTEF budget through monthly IYM. Monitoring misallocations; shifting of funds and commitment register. Revenue Management through monitoring the collection of funds from mainly EMS Patients, RAF, Medical Aid Schemes, and other Departmental Revenue Resources. Follow-up of outstanding funds and preparation & consolidation of all Financial monthly and quarterly reports. Management of the accounts payable and overseeing all financial & revenue reconciliations and ensure correct and timeous processing of invoices, quality assurance and verification of all financial transactions. Management of Petty Cash and BAS disallowances. Review and analyse reports including accruals, commitments, 30 days' reports etc. Render professional advice and guidance to Districts Line Functionaries on the interpretation and implementation of financial procedures and policies. Address and prepare for audit queries and implement corrective measures. Ensure management, maintenance, and safekeeping of the Unit's assets. Management and Supervision of the Human Resources in Finance Unit.

ENQUIRIES

: Ms. FP Maweni Tel No: 011 564 2007

APPLICATIONS

: Applications with clearly marked reference numbers must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311 Halfway House, 1685.

NOTE

: Applications must be submitted on a new Form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as copies of all qualification/s and ID document. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

CLOSING DATE

: 10 May 2022

POST 14/108

ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: EHD2022/04/03

Directorate: Hast

Re-Advertisement: applicants who applied previously are encouraged to re-apply

SALARY

: R382 245 per annum, (plus benefits)

CENTRE

: Ekurhuleni Health District

REQUIREMENTS

: Grade 12 or equivalent qualification with Diploma /Degree in Public Health. Minimum of 7 experience in HIV/AIDS of which 3 years' experience should be in Monitoring and Evaluation. Post qualification in Monitoring and Evaluation /HIV/AIDS will be an added advantage. Experience in quality improvement, implementation of quality methodology for monitoring and evaluation Knowledge of the District Health Information System (DHIS), Biostatic, or other

analytical tools (TIER.NET, DHIS.EDR WEB etc. is essential. Knowledge in TB and HIV. Computer literacy is essential. A valid driver's license is essential. Data analysis, problem solving and communication skills.

DUTIES : Manage the departmental monitoring and reporting requirements to different stakeholders. Develop DHP, Business Plan, Operational Plan. Develop sub directorate operational plan. Compile and submit TIER.NET, DHIS and EDR WEB reports. Coordinate auditing of performance information, this includes the provision of information sessions and / or advice managers, inclusive of resources / verification of documents as required by the Auditor General. Implement and maintain Performance Information Monitoring and reporting policy, framework, systems, processes and tools. Support facility data verification teams District and Sub District nerve Centre meetings (DPMR/SPMR). Monthly data analysis and verification. Setting of targets .Developments of monitoring and reporting tools. Support data management for HAST Program. Weekly, monthly and quarterly data management for HAST program. Compile monthly, quarterly and annual performance reports.

ENQUIRIES : Ms S.A Motloung Tel No: (011) 876-1820
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston, 1400.

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

CLOSING DATE : 11 May 2022

POST 14/109 : **ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1 ONLY REF NO: EHD2022/04/04**
Directorate: Health Programmes
Re-Advertisement: applicants who applied previously are encouraged to re-apply

SALARY : R322 746 – R367 299 per annum, (plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Four-year degree in Environmental Health Registration with the Health Professional Council of Southern African as an Environmental Health Practitioner independent. A minimum of 1-year appropriate experience in Environmental Health and Knowledge and experience with District health services good communication skills (verbal and written), computer skills (e.g. Microsoft Office), good interpersonal skills. Ability to work in a team, in challenging environment and under pressure. Good financial management skills and knowledge of PFMA. A valid driver's license is essential.

DUTIES : Compliance to Hazardous Substances Act and Regulations and improve the quality of life of employees and community. Ensure proper handling and monitoring of Health Care Risk Waste. Improve the health status of premises compliance with set norms and standards. SHERQ. To monitor and reduce environmental nuisance and related risks that could impact on the physical and human health. Compile District Health information data to the next level. Malaria control and Environmental Pollution control. Participate in Outbreak Response activities. Monitor Environmental Health indicators and produce quality reports for the district. Ensure implementation of National Health

Insurance in Ekurhuleni Health District. Participate in planning, implementation, monitoring and evaluation of the Programme according to prescribed policies, protocols and guidelines. Conduct risk Assessment audits in the facilities Facilitate research and development of Environmental Health Programme. Collaborate with relevant programmes, departments and stakeholders for Environmental Health activities. Ensure implementation of Climate Change Strategies within Ekurhuleni Health district. Provide support to District Environmental Health Manager and Chief Environmental Health Practitioner on other related activities. Execute other tasks/duties delegated by the District Environmental Health Manager / Supervisor.

ENQUIRIES
APPLICATIONS

: Ms. C. Mومakwe Tel No: 0824977147
: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005, Germiston, 1400.

FOR ATTENTION
NOTE

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

CLOSING DATE

: 11 May 2022

POST 14/110

: **CLINICAL TECHNOLOGIST GRADE 1-3 REF NO: SBAH 041/2022**
Directorate: Neurophysiology

SALARY
CENTRE
REQUIREMENTS

: R322 746 - R445 752 per annum, plus benefits
: Steve Biko Academic Hospital
: B-Tech or BHSc Clinical Technology- Specialized Category Neurophysiology. Registration with HPCSA as a Clinical Technologist- Specialized Category Neurophysiology. **Grade 1:** One to ten years relevant experience after registration with the HPCSA as Clinical Technologist Neurophysiology. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA Clinical Technology in respect of RSA qualifies employees. **Grade 3:** minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession in respect of RSA qualified employees. Must be able to perform EEGs, neonatal EEGs, polysomnograms, MSLTs, nerve conduction studies and evoked potentials (visuals, auditory and somatosensory). Professional person with integrity and ability to perform under pressure, independently and in a team. Self-driven and result orientated. Good communication, report writing, presentation and interpersonal skills. Computer literate, honest, patient, hardworking and reliable. Willingness to train students and present lectures.

DUTIES

: Provision of specialized Neurophysiology diagnostic and investigative services within the Neurophysiology Unit and according to SBAH's protocols i.e. Electroencephalography (EEG), Evoked Potentials (Visual, Auditory and Somatosensory), Nerve Conduction Studies, Polysomnography, Multiple Sleep Latency Test (MSLT) and Neonatal EEG recordings. Monitor and maintain equipment. Infection control. Stock management. Teaching students. Engage in continuous professional Development. Willing to learn and perform new diagnostic procedures. Willing to learn and shadow the intraoperative monitoring of neurosurgery patients.

ENQUIRIES

: Prof. M Kakaza Tel No: 012 354 1082

- APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 10 May 2022
- POST 14/111** : **CLINICAL TECHNOLOGIST GRADE 1 REF NO: SBAH 042/2022**
Directorate: Cardiology
- SALARY** : R322 746 per annum, plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : B-Tech in Clinical Technology: Cardiology degree or Equivalent qualification. B-Tech Clinical Technology: Registration with HPCSA as a Clinical Technologist in the specialized category Cardiology. HPCSA registration must be an Independent/ Private Practitioner. Professional person with integrity and ability to perform well under pressure. Self-driven, good communication, presentation and interpersonal skills.
- DUTIES** : Clinical service rendering in a multi-disciplinary Cardiology team. After- hour emergency standby and call-out for emergency procedures. Effectively perform diagnostic and therapeutic procedures on patients. Effectively perform clinical technology quality control procedures, including the management, calibration and sterilization of medical equipment and clinical supplies, ensuring effective and efficient utilization of resources in the workplace. Supervise and train clinical technology students.
- ENQUIRIES** : Prof. Al Sarkin Tel No: 012 354 2277
- APPLICATIONS** : Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 10 May 2022
- POST 14/112** : **ORAL HYGIENIST: GRADE 1 REF NO: SDHS 2022/02/05 (X1 POST)**
Section: Oral Health
This is a Re-Advertisement. People who applied previously are encouraged to re-apply.
- SALARY** : R322 746 per annum, (plus benefits)
- CENTRE** : Sedibeng District Health Services
- REQUIREMENTS** : Matric (Grade 12), Degree or Diploma in Oral Hygiene (BOH or Dip OH), registration with Health Professions Council of South Africa (HPCSA) as an Oral Hygienist, proof of current registration with the HPCSA and a copy of an ID document. Must have a driver's License.
- DUTIES** : The incumbent will actively participate in all community-based services/programmes. Render clinical services within their scope of practice in the clinics, dental mobile, institutions, hospitals and perform the required administrative duties. Provide an integrated comprehensive inter-disciplinary oral hygiene service. Ensure implementation of the Oral Health Strategy. Provide training to other health workers and the community. Assist and participate in research projects and surveys.
- ENQUIRIES** : Dr O. Motloutong Tel No: (016) 950 6150
- APPLICATIONS** : Applications should quote the relevant reference number, direct applications to the HR Manager-Sedibeng DHS Private Bag x023 Vanderbijlpark, 1900 or hand deliver at Johan Heyns 2nd Floor Cnr Frikkie Meyer & Pasteur Blvd, at designated recruitment boxes.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disability are welcome to apply. Applications must be filled on a New Z83 form accompanied by a comprehensive CV; highlighting or stating the requirements mentioned above, at-least 3 references must be on a CV; According to circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council where necessary. Such copies need not be verified when applying for the post, only

shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Applications must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointments will be verified with the South African Qualification Authority (SAQA). Candidates will be subjected security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment /fill the post. Candidates will be expected to be available for selection interview on the date, time and place determined by the Department of which practical's can be part of selection process. If you do not receive any correspondence within 3 months of the closing date, consider your application unsuccessful. District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

- CLOSING DATE** : 10 May 2022
- POST 14/113** : **SOCIAL WORKER REF NO: REFS/013746**
Directorate: Social Worker
- SALARY** : Grade 1: R261 456 per annum
: Grade 2: R321 546 per annum
: Grade 3: R389 991 per annum
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Social Worker **Grade I** Formal tertiary qualification in a social work, (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the SACSSP as a Social Worker. Social Worker **Grade II** Formal tertiary qualification in a social work, (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the SACSSP as a Social Worker. A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP. Social Worker Formal tertiary qualification in a social work, (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the SACSSP as a Social Worker. A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the SACSSP.
- DUTIES** : Render health social work services with regard to the care, treatment, rehabilitation and reintegration of vulnerable individuals, groups, families and communities. Implement case, group and community work and prevention and promotion programme to individuals, families and significant others. Conduct ward screening and attend ward rounds and case presentations. Provide integrated and specialized social work services within a multidisciplinary team of health and allied professionals. Engage with external stakeholders such as other government departments, NGOs and advocacy groups for patients. Produce written reports, compile monthly reports and statistics. Ability to work under pressure and extended hours when required and be open to rotate within the hospital. The ability to give training and debriefing sessions to MDT of emergency areas will form a valuable membership to the highly esteemed emergency service, successful candidate must be prepared to receive supervision and provide supervision to the students and be able to function harmoniously within social work team.
- ENQUIRIES** : Ms. M Kamko Tel No: 011 488 4135
- APPLICATIONS** : Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.
- NOTE** : Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with an updated, clear and concise C.V, with 3 contactable referees. Copies of I.D and Qualifications to be attached. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial

interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability. African Males, Coloured Males and females, Indian Males and Females and White Males and females as well as people with disabilities are encouraged to apply.

- CLOSING DATE** : 11 May 2022
- POST 14/114** : **COMMUNITY LIASON OFFICER REF NO: SDHS2022/04/22 (X1 POST)**
Directorate: Mental Health
This is a Re-Advertisement. People who applied previously are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum, (plus benefits)
: Sedibeng District Health Services
: National Diploma/Degree or Grade 12 with 5 years or more experience in the Health Services. Previous exposure to community work will be an advantage. Ability to work independently and in a team, Ability to work under pressure. Knowledge of the Mental Health Care Act 17 of 2002, Policy guidelines on the Licensing of Facilities Providing Residential or Day Care Services for People with mental illness or Severe/profound intellectual Disability. The applicant should be computer literate (word, excel and PowerPoint). Must have a valid driver's license. Person Profile: Excellent time management, organizational skills, communication skills, computer skills, good listening skills, people management skills, teamwork skills, self-motivated and goal orientated, analytical and solution orientated, ability to thrive well under pressure, ability to efficiently communicate with technical and non-technical personnel at various levels in the organisation.
- DUTIES** : Plan & carry out health education programme with other stakeholders at clinics and community sitting on mental health. Organise awareness campaigns and conduct radio talks on mental health issues. Establish and sustain community mental health support groups and forums. Give health talks at clinics and public areas. Organise and distribute Mental Health issues. Participate in school health services and health promoting school. Write and submit weekly, monthly and quarterly reports. Perform any other duties may delegated by the manager. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial, religious difference. Signed performance contract on an annual basis.
- ENQUIRIES APPLICATIONS** : Mr. A. Mbele Tel No: (016) 950 6143
: Please quote the relevant reference number, direct applications to the HR Manager – Sedibeng DHS, Private Bag X023 Vanderbijlpark 19000 or Hand delivery at designated recruitment boxes next to security office Cnr, Frikkie Meyer & Pasteur BLVD.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Checks an Medical surveillance at no cost to the applicant. People with disabilities are welcome to apply. Applications must be filled on a new Z83 form accompanied by a comprehensive CV; stating the requirements mentioned above, at-least 3 references must be on a CV; According to circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council registration where applicable. Such copies need not be certified when applying for the post, only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointments will be verified with the South African Qualification Authority (SAQA). Candidates will be subjected security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right not fill the position. Candidates will be expected to be available for selection interview on the date, time and place determined by the Department of which practical's may be part of the selection process. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. Candidates

whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know by reporting to your nearest police station.

- CLOSING DATE** : 10 May 2022
- POST 14/115** : **HUMAN RESOURCE OFFICER REF NO: HRO (AMN)/04/CMJAH22**
Directorate: Human Resource Department
- SALARY** : R261 372 per annum, (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Qualifications & Experience: Grade 12 with 3 to 5 years' HR experience or a three-year National Diploma or Degree in HRM, Public Administration and Business Administration from a recognized SAQA accredited tertiary institution in Human Resource with 0 - 2 years' HR experience. Persal Certificate. Knowledge: Sound knowledge of Human Resource Management with emphasis on Staff Relations In-depth knowledge of HR Legislative Prescripts, Computer Literacy – Ms. Office (Word, Excel, Outlook & PowerPoint, Persal system, a range of work procedures such as Finance, HR matters, Safety, Labour matters. Administration procedures relating to specific working environment including norms and standards. Reporting procedures, procurement directives and procedures. Skills: Planning and organising, Sound analytical thinking, good interpersonal relation, problem solving and decision-making. Mathematics, relationship and maintaining discipline. Formulation and editing, conflict resolution, research and Competencies Required. Good verbal communication and report writing skills.
- DUTIES** : Supervise the implementation and maintenance of Human Resource Administration, Condition of service and service benefits (Leave, Housing, Injury on duty, Long service recognition, Overtime, Pension, and other allowances) Terminations, Recruitment and Selection- (Advertisement, Appointments, Transfers, Verification of qualification, Reference check, Absorptions, Probationary periods). Serve a secretary during interviews and compilation of submissions, and weekly/monthly reports. Provide quality client service to internal and external stake holders. Supervising junior staff and performance management. Handle Human Resource administration enquiries. Ms. M Rapetswa Tel No: 011 488 3919
- ENQUIRIES** : Ms. M Rapetswa Tel No: 011 488 3919
APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.
- NOTE** : Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with an updated, clear and concise C.V, with 3 contactable referees. Copies of I.D and Qualifications to be attached. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability. Coloured Males and females, Indian Males and Females and White Males and females are encouraged to apply.
- CLOSING DATE** : 11 May 2022
- POST 14/116** : **HUMAN RESOURCE OFFICER (HRD) REF NO: HRO (HRD)/04/CMJAH22**
Directorate: Human Resource Department
- SALARY** : R261 372 per annum, (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Qualifications & Experience: Grade 12 with 3 to 5 years' Human Resource Development & Employee Performance Management & Development Discipline experience or a three-year National Diploma or Degree in HRM/HRD, Public Admin and Business Administration from a recognized SAQA

accredited tertiary institution with 0 - 2 years' experience in the Human Resource Development & Employee Performance Management & Development Discipline. Personal Certificate. Knowledge: work procedures such as Basic Finance, HR administrative procedures (i.e. PMDS and Training) and norms and standards. Personal system. Reporting procedures. HR Legislative framework (i.e. Public Service Act, Public Service Regulations Public Finance Management Act (PFMA), Employment Equity Act, Batho Pele Principles, the Constitution of the Republic of South Africa and Skills Development Act) and relevant prescripts, Skills: Good Oral and Written Communication Skills, Computer literacy, Planning, Organising, interpersonal relations, problem solving, presentation, conflict resolution, research and analytical thinking. The following will be an added advantage: Knowledge of Special / Sabbatical Leave, People Management, Knowledge of Lean Methodology, proven exposure to good content facilitation and presentation, and a Drivers License.

DUTIES : Support the implementation of Institution's HRD strategy. Facilitate the development of Workplace Skills Plan and Annual Training Report in the Institution. Facilitate the coordination of Generic & Specialized Training, Management Development programmes, Learnerships, Internship, In-service, Inductions and Bursary programmes. Oversee proper administration of Honorary appointments and Sabbatical/Special Leave applications. Coordinate the implementation of the employee Performance Management and Development System. Perform overall administrative functions such as correspondence handling, compilation and vetting of submissions and internal Circulars in the areas of Performance Management and Training & Development. Attend to and ensure that enquiries are adequately resolved. Assist with data collection, analysis, and compilation of weekly, monthly, quarterly and annual Training and PMDS Reports. Provide administrative support to the Institutional Employment Equity and PRAAD Committees. Assist with coordination and implementation of the Lean Methodology in the Institution. Handle HRD & Employee Performance Management & Development enquiries.

ENQUIRIES : Mr. TR Mosikidi Tel No: 011 488 4060
APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.

NOTE : Applications must be submitted on a new Z83 (2021) form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with an updated, clear and concise C.V, with 3 contactable referees. Copies of I.D and Qualifications to be attached. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability. African Females, Coloured Males and females, Indian Males and Females and White Males and females as well as people with disabilities are encouraged to apply.

CLOSING DATE : 11 May 2022

OFFICE OF THE PREMIER

It is the department's intention to promote equity by achieving all numeric targets as contained in the Department's Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, females of all races are encouraged to apply.

APPLICATIONS : Applications must be submitted on the GPG Professional Job Centre website only, (www.gautengonline.gov.za)

CLOSING DATE : 13 May 2022

NOTE : The completed signed new Z83 must be accompanied by a detailed Curriculum Vitae (CV) as well as copies of all qualifications and ID, no need for certification. Shortlisted candidates will be required to submit certified documents on or before the day of interviews as directed by the Human Resources

Representative. At least three (3) contactable referees quoting the relevant reference number. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Gauteng Office of the Premier reserve the right to utilise practical exercise / test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier (OoP) reserves the right to cancel the filling / not fill a vacancy that was advertised during any stage of the recruitment process. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. NB. Requirement for all SMS posts, Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

MANAGEMENT ECHELON

POST 14/117 : **DIRECTOR: MONITORING AND EVALUATION SYSTEMS AND DATA MANAGEMENT REF NO: 013754**

Directorate: Monitoring and Evaluation Data Management

SALARY CENTRE REQUIREMENTS : R1 073 187 – R1 264 176 per annum, (all-inclusive remuneration package)
: Johannesburg

: An appropriate NQF level 7 qualification, preferably at a postgraduate level in Information Management with experience in either Information Systems management with exposure to knowledge Management, Monitoring and Evaluation Systems and data management. 5 years' work experience in information systems management at the Middle Management level. Have a good understanding of knowledge management, business analysis, data management, data modelling, data architecture, data governance and/or data analytics. Practical experience with development of information management systems with exposure to performance monitoring tools. Practical experience with programming languages. Demonstrated ability on working with monitoring data and databases. Ability to assess, provide design input to data governance structures, and execute data governance capabilities i.e. policies and processes under supervision. Practical knowledge of data quality principles, data profiling and data quality tools. Ability to assess, design data quality approaches and processes under supervision. Exposure to working with knowledge databases and managing subscriptions in a work environment. Good resource management skills. Knowledge on relevant public sector legislation/policies/prescripts and Procedures in particular, the South African Statistical Quality Assessment Framework (SASQAF), Promotion of Access to Information Act (PAIA), as well as Batho Pele principles amongst others. Advanced levels of Computer Literacy and working with various software packages.

DUTIES : Manage the development of information systems to support the transversal performance monitoring and evaluation function in the province. Liaise with relevant stakeholders to develop suitable systems to support evidence-based decision making in the province. Develop transversal standards, policies and protocols to regulate data management processes for the Gauteng Provincial government. Manage the supervision and data auditing process on performance data. Oversee the implementation of data frameworks to guide data collection across the province and coordinate data quality processes. Develop strategies and guidelines for data auditing and an implementation plan for all provincial government departments. Oversee the development and implementation of data quality protocols across the province to support the

implementation of the provincial growth strategy. Develop and manage a database for policy and programme evaluations. Manage the development of dissemination and utilisation strategies of evaluations developed. Manage the current knowledge management practices as well as design new knowledge management and distribution policies across the province. Manage the development and implementation of the turnaround strategy for the resource centre within the Office of the Premier. Establish policies and standards to manage manual and digital content within the resource centre. Manage subscriptions to relevant databases and work closely with stakeholders, internal and external, to the department to create value from the knowledge resources in the Province. Represent the province in various forums and participate in relevant networks relevant to the role. Manage the financial and human resources within the directorate.

ENQUIRES : Ms Phelisa Khuzwayo Tel No: 011 355 6730

OTHER POST

POST 14/118 : **DEPUTY DIRECTOR: MONITORING AND EVALUATION SYSTEMS AND DATA MANAGEMENT REF NO: 013755**
Directorate: Monitoring and Evaluation Systems and Data Management

SALARY CENTRE REQUIREMENTS : R744 255 – R 876 705 per annum, (all-inclusive remuneration package)
: Johannesburg
: An appropriate NQF level 7 qualification in Information Management. A minimum of 5 years' work experience in information systems management at junior management level. Have a good understanding of knowledge management, business analysis, data management. Practical experience with development of information management systems with exposure to performance monitoring tools. Practical experience with programming languages. Demonstrated ability on working with development of systems to support the working environment. Practical knowledge of information systems technologies, relevant and latest technologies to support evidence-based decision making. Knowledge on relevant public sector legislation/policies/prescripts and Procedures in particular, Promotion of Access to Information Act (PAIA), as well as Batho Pele principles amongst others. Advanced levels of Computer Literacy and working with various software packages.

DUTIES : Develop and maintain information systems to support evidence-based decision making in Gauteng Provincial Government. Implement standards, policies and protocols to support the performance monitoring and evaluation function from an ICT-perspective. Oversee the automation of key processes within the performance monitoring and evaluation functions. Develop and manage systems for creation of a database for policies, strategies and programme evaluations. Implement policies related to dissemination and utilisation of data stored in the performance monitoring and evaluations systems. Coordinate and liaise with relevant stakeholders to support fulfilment of the roles of the branch at large.

ENQUIRES : Ms Phindi Maserumule Tel No: 011 355 6110

PROVINCIAL TREASURY

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



APPLICATIONS : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107.

CLOSING DATE : 10 May 2022

NOTE : Applications must be submitted on a duly signed Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, comprehensive CV, ID and all Qualifications to be attached. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact

number(s), email address and an indication of the capacity in which the reference is known to the candidate. The copies of qualifications, ID, drivers' licence and relevant certificates need not be certified when applying for the post. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021, should an application be received using the incorrect application for employment (Z83) form, it will not be considered. You need to fill in all sections of this form completely, accurately and legibly. To access the SMS pre-entry certificate course and for further details, please click on the Following link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za

MANAGEMENT ECHELON

- POST 14/119** : **DIRECTOR: INTERNAL AQUDIT COMMITTEES REF NO: GPT/2022/04/3**
Directorate: Transversal Risk Management and Internal Audit
- SALARY** : R1 073 187 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE** : Johannesburg
- REQUIREMENTS** : A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Business Administration/ Public Administration/ Risk Management/ Auditing or Finance. 5 years MMS/SMS experience in the area of Committee Secretariat, Finance or Auditing. High level minutes taking and report writing skills. Verbal and written communication skills and must be able to work under pressure. Knowledge of Departmental policies and procedures, Public Finance Management Act, Treasury Regulations and DPSA Frameworks.
- DUTIES** : Develop and manage the operational plan to ensure effectiveness of the Audit Committee Sub-directorate and report on progress as required, including the facilitation of effective communication with the relevant stakeholders; Ensure fully functional, operational and effective Audit Committees within Gauteng Provincial Government (GPG) and the implementation of effective Governance principles as well as communication with key stakeholders both internal and external; Compile budget forecast and monitor expenditure through the implementation of adequate payment reconciliation as well as the payment of Audit Committee Members within stipulated timeframes; Ensure effective administration, logistical arrangements and managing of risks pertaining to the operations of the GPG Audit Committee Directorate; Provide strategic direction to the directorate and establish effectiveness of Internal Audit Unit; Auditor General Opinion and Findings for Gauteng Provincial Treasury (GPT); Administration of the unit.
- ENQUIRIES** : Ms. B Mtshizana Tel No: 011 227 9000

OTHER POSTS

- POST 14/120** : **DEPUTY DIRECTOR: ACCOUNTING & REPORTING REF NO: GPT/2022/04/4**
Directorate: Financial Governance
- SALARY** : R744 255 per annum, (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE** : Johannesburg
- REQUIREMENTS** : An undergraduate tertiary qualification (NQF level 7) as recognised by SAQA majoring in Accounting. 3 – 5 years' experience at a Junior Management Level (ASD) in an Accounting environment Practical knowledge and understanding the reporting requirements such as, Modified Cash Standards and or IFRIS and financial systems like BAS and SAP. Knowledge and understanding of the PFMA, Treasury Regulations, Public Service Regulations. An individual who is self-motivated with analytical, problem solving, leadership and people management skills. Ability to build and manage relationships with key stakeholders.
- DUTIES** : Perform financial management functions. Develop and implement systems and processes to improve sound financial management in departments and entities; Oversee the implementation of National Treasury prescripts and approved Accounting Standards and Practices. Review and report on the quality of monthly interim and annual financial statements; Compile consolidated annual financial statements: Compile consolidated annual financial statements. Manage the component: Perform strategic and operational planning; Manager stakeholder relationships; Oversee the administrative support functions; Perform people management functions.
- ENQUIRIES** : Ms. Linda Ninzi Tel No: 011 227 9000
- POST 14/121** : **ASSISTANT DIRECTOR: ACCOUNTING & REPORTING REF NO: GPT/2022/04/5**
Directorate: Financial Governance
- SALARY** : R382 245 per annum, (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A three-year tertiary qualification (NQF level 7) as recognised by SAQA majoring in Accounting. 3 - 5 years' experience in an Accounting/ Auditing environment. Knowledge and understanding of PFMA and relevant Treasury Regulations. Knowledge and understanding of GRAP standards and the Modified Cash Standards. Advanced computer literacy in MS Office, including knowledge of BAS and SAP.
- DUTIES** : Assist in the preparation of consolidated financial statements for the GPG departments and entities. Monitor and review the department's Section 40 PFMA monthly reports. Review the Interim and Annual Financial Statements of the GPG departments and entities. Communicate any new accounting reforms or changes to Accounting Standards with departments and entities, and to monitor the implementation of these new reforms and standards. Track the implementation of the GPG departments and entities AGSA audit action plans. Ensure compliance with the PFMA, Treasury Regulations and applicable Accounting Standards. Conduct one-on-one meetings departments and entities to provide relevant support with regards to accounting and auditing related issues that have affect the financial statements.
- ENQUIRIES** : Ms Linda Ninzi Tel No: (011) 227 9000
- POST 14/122** : **ASSISTANT DIRECTOR: COMMITTEES REF NO: GPT/2022/04/06**
Directorate: Executive Support
- SALARY** : R382 245 per annum, (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Public Administration or Office Management. 3–5 years' experience in Administration. Skills in Planning, Organising, Customer services orientation, organisational communication effectiveness and problem-solving. Knowledge on Public Service Act and regulations, Secretarial Systems, Understanding the role of the directorate and sub-directorate and GPT delivery priorities. Shortlisted candidates will be subjected to undergo practical assessment which will form part of the selection process.

- DUTIES** : To assist /support the rendering of secretariat and administrative services to the decision making for and coordinating/consultative structures of the Executive Committee, Management Committee and Senior Management. Provide secretariat services to the Executive Committees, assist with planning of meetings, retreats, workshops, etc.
- ENQUIRIES** : Mr. Sihle Hlomuka Tel No: 011 227 9000
- POST 14/123** : **PRACTITIONER WORK-STUDY OFFICER**
Directorate: HR Planning and Organisational Development
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum, (plus benefits)
Johannesburg
A three-year tertiary qualification in Management Services/Operations Management/Production Management and Organisational Development. A job evaluation certificate as an advantage. Minimum 1-2 years working experience in an Organisational Development environment. Ability to work under pressure, understanding of the Organisational Development legislation and regulatory framework, public service prescripts practices and procedures as well as administrative procedures. Ability to interpret policies and directives on OD matters.
- DUTIES** : Provide assistance in the development and updating of the Departmental Organisational Structure. Provide assistance in the coordination of the Job Evaluation process of all jobs in the department. Provide assistance in advising the department on the development of job descriptions. Assist in facilitating the department of HR plan HR implementation report
- ENQUIRIES** : Mr. Sihle B Hlomuka Tel No: (011 227 9000
- POST 14/124** : **HR PLANNING PRACTITIONER**
Directorate: HR Planning and Organisational Development
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum, (plus benefits)
Johannesburg
A three-year tertiary qualification (NQF Level 6) in Human Resource Management /Operations Management/Production Management or Management Services. A job evaluation certificate as an added advantage. Minimum 1-2 years working experience in Human Resource Planning and Organisational Development Environment. Ability to work under pressure, understanding of the human resource management legislation and regulatory framework, public service prescripts practices and procedures as well as administrative procedures. Ability to interpret policies and directives on HR matters.
- DUTIES** : Provide administrative support in the development and administration of Human Resource strategy and plans. Provide administration support in the development and implementation of employment equity plans. Provide administration support on Human and staff establishment information system (including persal control). Administration of the compensation of employees costing model, in collaboration with financial management costing unit. Provide administration support in the analysis of Human Resources information and produce reports to facilitate decision-making in collaboration with other HR units.
- ENQUIRIES** : Mr. Sihle B Hlomuka Tel No: (011 227 900