

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: Kindly note that the post of Ultrasound Radiographer Grade 1 for **Chris Hani Baragwanath Academic Hospital** with Ref No: 013741 (X2 Posts) advertised in the Public Service Vacancy Circular 15 dated 29 April 2022, the salary Notch has been amended as follows: R401 760 - R407 664 per annum. The post of Deputy Director: Health Information Monitoring and Reporting with Ref No: 0137340 (x1) advertised on the Public Service Vacancy Circular 15 dated 29 April 2022. The Salary Notch has been amended as follows R744 255 per annum. Those who previously applied are encouraged to re-apply. We apologise for the inconvenience caused.

OTHER POSTS

<u>POST 16/113</u>	:	<u>SENIOR CLINICAL MANAGER (MEDICAL) REF NO: REFS/WKH/11/04/2022 (X1 POST)</u> Directorate: Medical
<u>SALARY</u>	:	Grade 1: R1 382 802 - R1 489 665 per annum, (inclusive package) Grade 2: R1 534 689 - R1 653 282 per annum, (inclusive package)
<u>CENTRE REQUIREMENTS</u>	:	Weskoppies Hospital Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. A minimum of 6 years appropriate experience as Medical Officer after Registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as a Psychiatrist. A recognizable experience of at least 3 years' experience in mental health will be an added advantage. Management experience at a hospital and/or a qualification in Health Management/Leadership will be an added advantage. Computer literate and a valid Driver's license. This is non-joint staff and academic appointment.
<u>DUTIES</u>	:	Reporting directly to the Chief Executive Officer. Act as overall Manager of Clinical Units and Medical Support & Therapeutic Services. Participate in development and implementation Operational Plans (including management of Conditional Grants, budget planning and expenditure monitoring) and attainment of efficiency indicators. Collaborate with Head of Department of Psychiatry to ensure the coordination of all activities necessary for quality and efficient 24-hour patient care. Assist in Clinical Care Audits and Risk Management Strategies in order to improve Patient outcome. Ensure adherence to relevant Health and Public Legislation including Patient Charter and Batho Pele Principles. Ensure compliance to the Ideal Hospital Framework. Development and review of clinical guidelines, standard operating procedures and Quality Improvement Projects in clinical services. Represent the hospital at District or Provincial Clinical Managers forum and structures. The protection of Mental Health Care Users rights in accordance with the Mental Health Care Act, 2002, (Act 17 of 2002). Development of Training Programme for a Psychiatric Specialty Hospital. Manage resources (Material, Human and Finances).
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M.A. Motaung Tel No: (012) 319 - 9800 Applications 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.
<u>NOTE</u>	:	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** : 20 May 2022
- POST 16/114** : **MEDICAL SPECIALIST REF NO: 013918 (X1 POST)**
Directorate: Family Medicine
- SALARY** : Grade 1: R1 122 630 - R1 191 510 per annum, all package inclusive
Grade 2: R1 283 592 – R1 362 363 per annum, all package inclusive
Grade 3: R1 489 665 - R1 862 412 per annum, all package inclusive
- CENTRE REQUIREMENTS** : Dr George Mukhari Academic Hospital
Senior certificate (Matric), MBCHB or equivalent Degree. Registration with the HPCSA as a Specialist in Family Medicine, current registration with the Health Professions Council of South Africa as a Medical Specialist in Family Medicine (2022/3 Receipt). ACLS, ATLS, Diploma in Family Medicine, At least 2 research publications will be added advantage.
- DUTIES** : Render efficient, quality and cost-effective Family Medicine services to patients managed by the institution and the District. Assist with Effective and efficient administration of the Family Medicine Department. Ensure the rational use of resources (medical and equipment). Participate in formal teaching as required by the Department of Family Medicine. Reporting to the head of unit on service delivery, clinical audits, teaching, research and where necessary quality improvement plans. Accurate and appropriate medical records are maintained in accordance with legal and ethical requirements. Participate in the development of the unit operational plans and prepare monthly statistics, quarterly and annual reports Develop and Participate in community orientated primary health care projects. Manage the recruitment of doctors, (Compliance to PMDS policy); sign performance management and development system with doctors and monitor their professional conduct. The incumbent is expected to avail oneself as needed, collaborate with other sections to promote teamwork, and implement efficient outreach services to district health clinics and hospitals. Publish at least one research article annually in a peer reviewed journal.
- ENQUIRIES APPLICATIONS** : Prof I Govender Tel No: (012) 521 5820/4313
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. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Some posts are re-advertisement, applicants who previously applied are advised to re-apply. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Qualifications, ID copy and a CV must be attached. Only shortlisted candidates will be required to submit the certified documents. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)-Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 20 May 2022, closing time will be 12H00 on the closing date
- POST 16/115** : **MEDICAL SPECIALIST GRADE 1 -3 REF NO: 013920 (X1 POST)**
Directorate: Plastic and Reconstructive Surgery
- SALARY** : Grade 1: R1 122 630 - R1 191 510 per annum, all package inclusive
Grade 2: R1 283 592 – R1 362 363 per annum, all package inclusive
Grade 3: R1 489 665 - R1 862 412 per annum, all package inclusive

- CENTRE REQUIREMENTS** : Dr George Mukhari Academic Hospital
 : MBChB & Fellowship/ MMed or equivalent in the relevant medical specialty, Current Registration with the HPCSA as a Medical Specialist in the appropriate specialty in the Category-Public/Independent practice.
- DUTIES** : Clinical services: Provide comprehensive specialist level patient care, including inpatient and outpatient care, interdisciplinary consultations, as well as up and down patient referral with other healthcare facilities; supervise registrars, medical officers, medical interns and students; Outreach services- Outreach to level 1 and 2 health facilities; Teaching: Organise and supervise clinical and theoretical teaching of undergraduate and postgraduate students; participate in University teaching programs and examinations as pertains to the relevant specialty; Research: Perform and participate in research and supervise research; Management and administration: Attend and participate in administrative and management duties pertaining to the specialty, including clinical governance, academic governance meetings and other departmental/ hospital/ university administrative meetings in the relevant specialty as well as outside of the hospital and/or university.
- ENQUIRIES APPLICATIONS** : Dr K Segwapa Tel No: 012 521 4006/0829629901
 : 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. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
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- CLOSING DATE** : 20 May 2022, closing time will be 12H00 on the closing date
- POST 16/116** : **DEPUTY MANAGER: PHARMACEUTICAL SERVICES REF NO: MSD2022/01**
 Directorate: Pharmaceutical
- SALARY CENTRE REQUIREMENTS** : R1 042 092 per annum, (all-inclusive package)
 : Medical Supplies Depot
 : B. Pharm or equivalent qualification. Registration with the South African Pharmacy Council (SAPC) as a pharmacist. Proof of current payment of annual fees to SAPC. 3 years of appropriate experience as a pharmacist supervisor/ assistant manager (or performing the functions) in the pharmaceutical environment. A good understanding of the relevant legislation, National Drug Policy, the Essential Drugs Programme, Public Finance Management Act, and Good Pharmacy Practice relating to pharmaceutical services. Good verbal and written communication and presentation skills. Sound leadership, analytic and computer proficiency. Proven problem solving and project management experience, monitoring and evaluation and risk evaluation skills. Must be achievement-driven and self-motivated. Driver's license. Extensive knowledge of Pharmaceutical Services' approaches, policies and procedures. In-depth knowledge and experience in supervision of Pharmaceutical Services. Understanding of PFMA, Medicines and Related Substances Act, Pharmacy Act. Knowledge and understanding of the legislative prescripts governing the Public Service, Pharmacy Practice and Control of Medicines. Computer literacy. Excellent communication skills (verbal and written). Good team building, problem-solving and leadership skills. Knowledge and skills in managing quality improvement programmes. Sound knowledge and understanding of the mandate of the Medical Supplies Depot.

- DUTIES** : To perform the duties of a warehouse manager in accordance with the Pharmacy Act, GPP and GWP. Ensure compliance of the warehouse to pharmacy and other relevant legislation. Ensure proper storage of medicines at the depot and distribution to healthcare institutions and facilities. Strengthen stakeholder and warehouse staff engagement to improve performance and service delivery. Facilitate the development and maintenance of internal control procedures to mitigate identified risks in the warehouse. Ensure the effective and efficient use of warehouse resources. Represent pharmaceutical services at relevant meetings and serve on various committees and participate in relevant forums in the depot. Coordinate training programmes for Pharmacy assistants, Pharmacist Interns and other support personnel. Develop protocols, standard operating procedures and guidelines for efficient and cost-effective pharmaceutical service. Supervise pharmacists and pharmacist assistants, maintain discipline and deal with grievances and Labour Relations issues in terms of the laid down procedures and policies, implement the Performance Management and Development system. Compiling reports for submission to warehouse management on a monthly and quarterly basis.
- ENQUIRIES** : Mr S Langa Tel No: (011) 628-9131
- APPLICATIONS** : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.
- NOTE** : A curriculum vitae with a detailed description of duties and the names of two referees, copies of ID and qualification should also be attached. Smart ID must be photocopied on both sides and must accompany your application for employment (New Z83 form). Applications received on the old Z83 application form will not be considered. All required information on the application form must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. Only short-listed candidates will be required to submit certified documents on or before the day of the interview following communications from Medical Supplies Depot Human Resources. Kindly attach a certificate of Service/ Proof of work experience endorsed by your previous manager. It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Shortlisted candidates might be subjected to a competency assessment. Correspondence will be limited to shortlisted candidates only.
- CLOSING DATE** : 20 May 2022
- POST 16/117** : **DEPUTY MANAGER: PHARMACEUTICAL SERVICES REF NO: MSD2022/02**
Directorate: Pharmaceutical
- SALARY** : R1 042 092 per annum, (all-inclusive package)
- CENTRE** : Medical Supplies Depot
- REQUIREMENTS** : B. Pharm or equivalent qualification. Registration with the South African Pharmacy Council (SAPC) as a pharmacist. Proof of current payment of annual fees to SAPC. 3 years of appropriate experience as a pharmacist supervisor/ assistant manager (or performing the functions) in the pharmaceutical environment. A good understanding of the relevant legislation, National Drug Policy, the Essential Drugs Programme, Public Finance Management Act, and Good Pharmacy Practice relating to pharmaceutical services. Good verbal and written communication and presentation skills. Sound leadership, analytic and computer proficiency. Proven problem solving and project management experience, monitoring and evaluation and risk evaluation skills. More than two years of experience and or certification in a pharmaceutical quality assurance environment will be an added advantage. Must be achievement-driven and self-motivated. Driver's license. Extensive knowledge of Pharmaceutical Services' approaches, policies and procedures. In-depth knowledge and experience in supervision of Pharmaceutical Services. Understanding of GWP, GPP, PFMA, Medicines and Related Substances Act, Pharmacy Act. Knowledge and understanding of the legislative prescriptions governing the Public Service, Pharmacy Practice and Control of Medicines. Computer literacy. Excellent communication skills (verbal and written). Good team building, problem-solving and leadership skills. Knowledge and skills in managing quality improvement programmes. Sound knowledge and understanding of the mandate of the Medical Supplies Depot.

<u>DUTIES</u>	:	The quality assurance deputy manager is expected to help MSD responsible pharmacist provide evidence of the wholesale pharmacy's commitment to the development and implementation of the Quality Management System (QMS) and continual improvement of its effectiveness by establishing a quality policy with quality objectives; ensuring regular reviews of quality management systems; maintaining appropriate conditions throughout the organisation for processes and systems; facilitate for the availability of resources, particularly of suitably trained personnel. The deputy manager for quality assurance will assist the Responsible Pharmacist in ensuring that self-inspections are performed and any deviations are followed up, corrected and concluded. Help ensure compliance of the warehouse to pharmacy regulations and other relevant legislation. Facilitate the development and maintenance of internal control procedures to mitigate identified risks in the warehouse. Represent pharmaceutical services at relevant meetings and serve on various committees and participate in relevant forums in the depot. Coordinate training programmes for Pharmacy assistants, Pharmacist Interns and other support personnel. Help develop protocols, standard operating procedures and guidelines for efficient and cost-effective pharmaceutical service. Supervise pharmacists and pharmacist assistants, maintain discipline and deal with grievances and Labour Relations issues in terms of the laid down procedures and policies, implement the Performance Management and Development system. Compiling reports for submission to warehouse management on a monthly and quarterly basis.
<u>ENQUIRIES</u>	:	Mr S Langa Tel No: (011) 628-9131
<u>APPLICATIONS</u>	:	Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.
<u>NOTE</u>	:	A curriculum vitae with a detailed description of duties and the names of two referees, copies of ID and qualification should also be attached. Smart ID must be photocopied on both sides and must accompany your application for employment (New Z83 form). Applications received on the old Z83 application form will not be considered. All required information on the application form must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. Only short-listed candidates will be required to submit certified documents on or before the day of the interview following communications from Medical Supplies Depot Human Resources. Kindly attach a certificate of Service/ Proof of work experience endorsed by your previous manager. It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Shortlisted candidates might be subjected to a competency assessment. Correspondence will be limited to shortlisted candidates only.
<u>CLOSING DATE</u>	:	20 May 2022
<u>POST 16/118</u>	:	<u>PHARMACIST REF NO: MSD2022/03</u> Directorate: Pharmaceutical Services
<u>SALARY</u>	:	Grade 1 R703 773 per annum, (all-inclusive package) Grade 2 R762 291 per annum, (all-inclusive package) Grade 3 R833 523 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Medical Supplies Depot
<u>REQUIREMENTS</u>	:	B. Pharm or equivalent qualification. Registration with the South African Pharmacy Council (SAPC) as a pharmacist. Proof of current payment of annual fees to SAPC. A good understanding of the relevant legislation, National Drug Policy, the Essential Drugs Programme, Public Finance Management Act, and Good Pharmacy Practice relating to pharmaceutical services. Good verbal and written communication and presentation skills. Sound leadership, analytic and computer proficiency. Proven problem solving and monitoring and evaluation and risk evaluation skills. One year or more experience and or certification in a pharmaceutical analytical laboratory environment will be an added advantage. Must be achievement-driven and self-motivated. Driver's license. Extensive knowledge of Pharmaceutical Services' approaches, policies and procedures. Understanding of GWP, GPP, PFMA, Medicines and Related Substances Act, Pharmacy Act. Knowledge and understanding of the legislative prescripts governing the Public Service, Pharmacy Practice and Control of Medicines. Computer literacy. Excellent communication skills (verbal and written). Good

- team building, and problem-solving skills. Sound knowledge and understanding of the mandate of the Medical Supplies Depot.
- DUTIES** : The laboratory pharmacist is expected to ensure proper and timeous quality testing of pharmaceutical items as required by MSD and DoH. Ensure proper laboratory performance by developing, implementing and monitoring SOPs. Ensure good stock and resource management in the Laboratory. Ensure and implement GLP. Facilitate the development and maintenance of internal control procedures to mitigate identified risks in the Laboratory and Transito-In. Represent pharmaceutical services at relevant meetings and serve on various committees and participate in relevant forums in the depot. Coordinate training programmes for Pharmacy assistants, Pharmacist Interns and other support personnel. Help develop protocols, standard operating procedures and guidelines for efficient and cost-effective pharmaceutical service. Supervise pharmacist assistants; assign responsibilities, maintain discipline and deal with grievances and Labour Relations issues in terms of the laid down procedures and policies, implement the Performance Management and Development System in the Laboratory. Compiling reports for submission to MSD management as required and or on a monthly and quarterly basis.
- ENQUIRIES APPLICATIONS** : Mr S Langa Tel No: (011) 628-9131
: Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.
- NOTE** : A curriculum vitae with a detailed description of duties and the names of two referees, copies of ID and qualification should also be attached. Smart ID must be photocopied on both sides and must accompany your application for employment (New Z83 form). Applications received on the old Z83 application form will not be considered. All required information on the application form must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. Only short-listed candidates will be required to submit certified documents on or before the day of the interview following communications from Medical Supplies Depot Human Resources. Kindly attach a certificate of Service/ Proof of work experience endorsed by your previous manager. It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Shortlisted candidates might be subjected to a competency assessment. Correspondence will be limited to shortlisted candidates only.
- CLOSING DATE** : 20 May 2022
- POST 16/119** : **CHIEF MEDICAL ORTHOTIST / PROSTHETIST REF NO: 013821 (X1 POST)**
Directorate: Clinical Support
Re-advert
- SALARY CENTRE REQUIREMENTS** : R473 112 - R525 087 per annum, (plus benefits)
: Dr George Mukhari Academic Hospital
: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Orthotist/Prosthetist. Current proof of registration of the Health Professions Council of South Africa as a Medical Orthotist/Prosthetist must be attached. Minimum of three (3) years' appropriate experience in Medical Orthotics/Prosthetics after HPCSA registration. Sound knowledge of Acts, policies and procedures, computer literate.
- DUTIES** : Design, measure, manufacture, fit, repair, adjust, and align all Orthotic and Prosthetic devices. Consult with Practitioners and members of multidisciplinary team on correct appliance for each patient. Deliver efficient and effective clinical and MOP related administrative services, including recordkeeping. Supervision and training of subordinates and students. Promoting continuous development and training. Perform any other duties delegated by supervisor from time to time within normal scope of practice. Assist in implementing of guidelines, protocols, standard Operating Procedures and policies for the Medical Orthotics and Prosthetics (MOP) Department that is in line with the National and Provincial strategies.
- ENQUIRIES APPLICATIONS** : Ms. S Robberts Tel No: (012) 529 3424
: 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. Due to technical problems with GPG vacancy website that the institution is

- consistently faced with, applicants are encouraged to apply using any of the above methods.
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- CLOSING DATE** : 20 May 2022, closing time will be 12H00 on the closing date
- POST 16/120** : **CLINICAL PROGRAM COORDINATOR CETU & STAFF DEVELOPMENT**
REF NO: HRM/2022/11
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R450 939 - R507 531 per annum
: Mamelodi Regional Hospital
: National Senior Certificate. Basic R45 equivalent qualification that allows registration with SANC as a Professional Nurse. Diploma/Degree in Nursing Education & Administration. Registration and proof of current registration with SANC. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Experience as a Training Coordinator and Staff Development or as a Nurse Educator. Sound Interpersonal, presentation, and good communication skills. Regulations and legislative framework. Computer literacy.
- DUTIES** : Render a nursing service within the scope of practice of every category of nurses by ensuring that all wards implement the Nursing care standards and procedures as set out at nursing colleges. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality nursing. Coordinate college matter with regards to student training and accommodation in the hospital, be a link for student training with feeder colleges and nurse unsure compliance with training requirement for all students, in the ward and all SOP and requirement for student training. Conduct training need analysis and implement all applicable strategies to empower staff training according to Training and Development Policy. Coordinate the orientation and induction program in the hospital. Supervise staff and Nurses residence. Have knowledge of Ideal Hospital Realization framework. Maintain a constructive working relationship with nursing and other stakeholders both internal and external. Utilize human material and physical resources efficiently and effectively. Adhere to provincial hospital and departmental policies, procedures, guidelines and regulations.
- ENQUIRIES APPLICATIONS** : Ms S Mahlangu (012) 841 8363
: must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
- FOR ATTENTION NOTE** : Ms RM Tloane (HR Recruitment Section)
: Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV and the required documents. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.

CLOSING DATE : 20 May 2022

POST 16/121 : **OPERATIONAL MANAGER NURSING GENERAL / SPECIALTY REF NO: REFS/WKH/12/04/2022**
Directorate: Nursing

SALARY : R450 939 (PN-A5) / R571 242 (PN-B3) per annum, plus benefits
CENTRE : Weskoppies Hospital
REQUIREMENTS : Grade 12. Basic qualification as a professional nurse according to R425 or equivalent qualification that leads to registration with the South African Nursing Council as a professional nurse. Post basic qualification in the specialty area: Psychiatry recognized in accordance with R212 will be required to be appointed in the specialty stream (PN-B3). Driver's license. A qualification in nursing administration / management will be an added advantage. A minimum of 7 years' experience as a professional nurse. At least 4 years' experience in psychiatric nursing. To be appointed in the specialty stream, a minimum of 9 years' experience as a professional nurse is a requirement of which at least 5 years' experience should be in psychiatric nursing after obtaining post basic qualification in psychiatric nursing.

DUTIES : Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/ legal framework. Manage effectively the utilization and provision of resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development.

ENQUIRIES : Ms. BP Schoonwinkel Tel No: (012) 319 9877
APPLICATIONS : Applications 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 : 20 May 2022

POST 16/122 : **PROFESSIONAL NURSE SPECIALTY (OHS) REF NO: 013934 (X1 POST)**
Directorate: Occupational Health and Safety
Re-advert

SALARY : R388 974 - R450 939 per annum, (plus benefits)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : A post basic nursing qualification with duration of at least 1 year accredited by SANC in speciality referred to. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). Knowledge of Occupational Health and Safety Act 85 of 1993 and COID Act 130 of 1993 including other related legal framework. Ability to communicate effectively with other employees, senior officers, members of public (verbal and written communication). Personal organisation and time management. Computer literacy. Knowledge and application of policies governing the Public Service including Quality Assurance.

- DUTIES** : Implementation of Occupational Health and Safety Act 85 of 1993 and COID Act 130 of 1993. Conduct workplace hazard identification and risk assessment (HIRA) in liaison with managers and ensure there are safe operating procedures where necessary. Conduct training to all categories of personnel. Perform medical surveillance. Maintain all appropriate records and documents relevant to OHS. Participate in Institutions' and Province's determined Committees, Task Teams and Forums for service improvement.
- ENQUIRIES** : Ms. LC Seabelo Tel No: (012) 529 3374
- 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. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
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- CLOSING DATE** : 20 May 2022, closing time will be 12H00 on the closing date
- POST 16/123** : **ASSISTANT DIRECTOR: HUMAN RESOURCE REF NO: MSD2022/04**
Directorate: Human Resource
- SALARY** : R382 245 per annum, plus benefits
- CENTRE** : Medical Supplies Depot
- REQUIREMENTS** : A National Diploma / Degree in Human Resource Management / Public Administration / Public Management or appropriate qualification (NQF-level 6/7) with a minimum of 5 - 10 years of relevant experience in an HR environment (5 years of the above should be as HR Supervisor). Competencies: Extensive knowledge of PERSAL and knowledge of the Public Service Act, Public Finance Management Act, Public Service Regulations, PSCBC resolutions, BCEA, LRA, SDA, OHSA & COIDA and other Human Resource regulatory frameworks. Computer literacy (MS Word, MS Excel and PowerPoint). Good understanding of Collective Bargaining processes and PSCBC resolutions. Skills: Leadership, Planning, Organizing, Problem solving, Presentation and Communication skills (verbal and written) and Financial Management skills. Ability to work under pressure. Ability to build and sustain an effective team. Knowledge and understanding of Human Resource Delegation. Adhere to timelines on projects and good interpersonal relations. Leadership and basic financial management skills. Knowledge of Staff Performance Management System. Ability to work independently. Ability to deal with conflict. Computer skills (MS Office, Excel and PowerPoint). Ability to work in a high volume and highly pressurized environment. Must have a valid driver's license.
- DUTIES** : Overall management of Human Resources general administration in the human resource management division which includes amongst others, service benefits, recruitment & selection, effective management of staff establishment and leave management including incapacity leave management. Interpersonal relations. Lead, plan, organize and control HR resources. Manage HR budget. Implement and interprets policies/directives and guidelines. Implement and maintain a sound quality management system, including applicable legislation, policies, good practice and standard. Manage Recruitment & Selection processes and report accordingly. Provide training, guidance and support to HR staff, line managers and employees. Authorize and quality assure all mandates and transactions related to OSD and non-OSD appointments, transfers, terminations, salary administration and management of conditions of

service etc. Manage grading of all staff that is OSD and non-OSD. Advice managers on HR delegation. Manage staff Establishment and post filling. Draw up a post filling plan and liaise with management. Manage payroll. Manage Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR). Provide operational support to all staff and line managers. Manage the Performance Management and Development System (PMDS) of all staff in the institution and staff under supervision. Manage audit queries, comply with the Audit Action Plan and eliminate audit findings. Manage and implement RWOPS / ORW, Declaration of Financial Disclosures / e-Disclosures. Monitor overtime for all staff. Develop and monitor Operational Plans and SOPs related to HR. Attend relevant meetings and trainings. Perform other duties as delegated by the Head of Department.

ENQUIRIES : Mrs G. Mbokazi Tel No: (011) 628-9012
APPLICATIONS : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.

NOTE : A curriculum vitae with a detailed description of duties and the names of two referees, copies of ID and qualification should also be attached. Smart ID must be photocopied on both sides and must accompany your application for employment (New Z83 form). Applications received on the old Z83 application form will not be considered. All required information on the application form must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. Only short-listed candidates will be required to submit certified documents on or before the day of the interview following communications from Medical Supplies Depot Human Resource. It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Shortlisted candidates might be subjected to a competency assessment. Correspondence will be limited to shortlisted candidates only.

CLOSING DATE : 20 May 2022

POST 16/124 : **DIAGNOSTIC RADIOGRAPHER REF NO: RAD01/22**

SALARY : R317 976 per annum
CENTRE : Sefako Makgatho Oral Health Centre (SMUOHC)
REQUIREMENTS : National Diploma in Diagnostic Radiography/Degree. Appropriate qualification that allows current registration with the Health Professions Council of South African HPCSA as a Diagnostic Radiographer. Registration with the Health Professions Council of South Africa as a Diagnostic Radiographer. Current registration with HPCSA for 2022/2023. Experience in Digital Radiography and Picture Archiving and Communication Systems. Experience in teaching, training, and supervision of students. Knowledge of relevant public service regulations, legislation, policies, acts and procedures. Computer literacy (Ms Word, Ms. Excel). Compliance with Radiographic Quality Assurance, National Core Standards, Health and Safety and Infection Control and Batho Pele principles. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal and organizational skills, leadership qualities and supervisory skills.

DUTIES : Render effective dental patient-centred Radiography services in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises and to work closely with the interdisciplinary team members. Carry out delegated duties. Supervise, develop, teach, train and monitor the performance of students in all aspects of radiographic service delivery whilst adhering to Batho Pele Principles. Adhere to provincial hospital and departmental policies, procedures, guidelines regulations. Perform record keeping, data collection and assets management. Contribute and participate in professional development of self, colleagues, and members of the interdisciplinary team members. Participate in research projects of the department. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Implement and maintain the quality assurance protocols in alignment with national and provincial norms and standards. Comply with the Performance Management and Development System (contracting and assessment).

ENQUIRIES : Dr S Singh Tel No: (012 521 4902)

APPLICATIONS : Quote the relevant post number. Direct applications must be delivered to Human Resources Manager, SMUOHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, P.O Box 848, Medunsa, 0204.

FOR ATTENTION NOTE : Ms Pretty Rangoato
: Kindly attach copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration. Candidates are required to complete the new Z83 form. Applications must be submitted timeously, applications received after closing date will not be accepted. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Institution. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities are encouraged to apply.

CLOSING DATE : 20 May 2022

POST 16/125 : **SOCIAL WORKER REF NO: REFS/WKH/13/04/2022**
Directorate: Social Work

SALARY : R261 456 per annum, plus benefits. Grade will depend on years of experience as per OSD.

CENTRE REQUIREMENTS : Weskoppies Hospital
: Senior Certificate (Grade 12/Matric). Recognized B Degree in Social Work. Registration with the South African Council for Social Services Profession (SACSSP) as a Social Worker. Interest in the field of Mental Health. Knowledge of appropriate policies and legislation. Good communication skills, decision making skills, problem solving and basic computer literacy. Code 8 driver's license.

DUTIES : Provide Social Work services to Mental Health Care Users and their families. Psychosocial Assessment / screening of Mental Health Care Users and their families in regard to their circumstances. Home visits to trace family members. Intervention through casework, group work and community work. Function as a member of the multi professional team. Assist with court referrals. Assist with student training. Engage in continuous professional development and in-service training. Compile reports and comprehensive record keeping. Administrative tasks of the department.

ENQUIRIES APPLICATIONS : Ms. G Makgatho Tel No: (012) 319 9761/4
: Applications 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 : 20 May 2022

POST 16/126 : **ADMINISTRATION OFFICER REF NO: MSD2022/05**
Directorate: Internal Control and Risk Management

SALARY CENTRE : R261 372 per annum (Level 07), plus benefits
: Medical Supplies Depot

- REQUIREMENTS** : Matric plus National Diploma / Degree (NQF level 6) in Risk Management/ Auditing/ Finance, coupled with a minimum of 2 years in risk management. Competencies: decision making; planning & organising; presentation skills; Facilitating skills; computer literacy; report writing skills; interpersonal skills; analytical thinking; knowledge and understanding of the Public Finance Management Act, Treasury Regulations, National Treasury Risk Management, Anti-Corruption framework and Ethics Management.
- DUTIES** : Assist in coordinating the Strategic Risk Assessments for the institution. Assist in coordinating and facilitating the Control Risk Self-Assessment for Directorates. Assist in coordinating the implementation of action plans for the risks and reporting on any developments regarding the emerging risks identified. Facilitate and ensure that each Risk Owner/ Risk Committee member review and update the risk registers. Develop the filling system for the ERM unit. Assist in preparing and reviewing the Draft Governance Risk Management documents. Circulate and communicate the Risk Management Documents. Assist in planning for the Risk Awareness Campaigns. Educate employees and ensure that the Risk culture is inculcated /embedded across the Entire Department. Submit weekly and monthly progress reports on Risk.
- ENQUIRIES** : Ms L. Doorasamy Tel No: (011) 628-9171
- APPLICATIONS** : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.
- NOTE** : A curriculum vitae with a detailed description of duties and the names of two referees, copies of ID and qualification should also be attached. Smart ID must be photocopied on both sides and must accompany your application for employment (New Z83 form). Applications received on the old Z83 application form will not be considered. All required information on the application form must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. Only short-listed candidates will be required to submit certified documents on or before the day of the interview following communications from Medical Supplies Depot Human Resource. It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Shortlisted candidates might be subjected to a competency assessment. Correspondence will be limited to shortlisted candidates only.
- CLOSING DATE** : 20 May 2022
- POST 16/127** : **CHIEF ACCOUNTING CLERK REF NO: 013712 (X1 POST)**
Directorate: Finance Department
- SALARY** : R261 372 – R307 890 per annum (Level 07), (plus benefits)
- CENTRE** : Dr George Mukhari Academic Hospital
- REQUIREMENTS** : Grade 12 or equivalent, a minimum of 3-5 years relevant experience in Finance environment. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations (Computer literacy). Good verbal and written communication skills. Basic knowledge of financial functions, practices as well the ability to capture data. Operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations. Procedures and Treasury regulations (PFMA. DORA.PSA. PSR, PPPFA. BAS Financial Manual).
- DUTIES** : Budget monitoring and aligning expenditure according to allocated budget. Approving of supplier payments on SAP system (E-invoicing). Attending to payment queries from suppliers. Review of Reconciliation of supplier statements and transversal systems (SAP/BAS, PERSAL/BAS and MEDSAS/BAS). Approving of journals. Performance management and development of subordinates. Ensure that all payments are in compliance with PFMA, Treasury Regulations and other financial policies and regulations. Perform any other finance duties delegated by the manager.
- ENQUIRIES** : Mr. Henny Mokgatle Tel No: (012) 529 3462 Mr. Wesley Maluleke Tel No: (012) 529 3481
- 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. Due to technical problems with GPG vacancy website that the institution is

- consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Some posts are re-advertisement, applicants who previously applied are advised to re-apply. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Qualifications, ID copy and a CV must be attached. Only shortlisted candidates will be required to submit the certified documents. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)-Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 20 May 2022, closing time will be 12H00 on the closing date
- POST 16/128** : **CLINICAL ENGINEER TECHNICIAN ASSISTANT REF NO: 013940 (X1 POST)**
Directorate: Clinical Support
- SALARY CENTRE REQUIREMENTS** : R176 310 - R207 681 per annum, (plus benefits)
: Dr George Mukhari Academic Hospital
: National Diploma Electrical Engineering / National N Diploma or relevant Qualification (Clinical Engineering). 0 - 2 year's experience in Clinical Engineering environment. Good communication skills (verbally and written). Ability to work under pressure. Knowledge and skill in the use of various hand tools and test equipment such as defibrillator analyzer, infusion pump analyzer, Multi-meter and various resources within Clinical Engineering.
- DUTIES** : Perform in-house repairs and maintenance of medical Equipment. Calibration, commissioning and decommissioning of all medical equipment. Perform safety inspection function on all medical equipment to ensure quality outcome. Attending to urgent call-outs for medical equipment within the hospital. Condemning and disposal of medical equipment. Be available to perform standby and after-hours duties.
- ENQUIRIES APPLICATIONS** : Mr. L.K Tsie Tel No: (012) 529 3766
: 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. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Some posts are re-advertisement, applicants who previously applied are advised to re-apply. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Qualifications, ID copy and a CV must be attached. Only shortlisted candidates will be required to submit the certified documents. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)-Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 20 May 2022, closing time will be 12H00 on the closing date
- POST 16/129** : **ADMIN CLERK REF NO: MSD2022/07**
Directorate: Internal Control and Risk Management
- SALARY CENTRE** : R176 310 per annum (Level 05), plus benefits
: Medical Supplies Depot

- REQUIREMENTS** : Grade 12 /Matric Certificate or equivalent. knowledge and understanding of the Public Finance Management Act, Treasury Regulations and Treasury Practice Notes, Knowledge of auditing and internal auditing standards, Good report writing skills, Good communication skills (verbal & written), Good interpersonal relations skills, Computer literacy in MS office.
- DUTIES** : Assist in coordinating the Strategic Risk Assessments for the institution. Assist in coordinating and facilitating the Control Risk Self-Assessment for Directorates. Assist in coordinating the implementation of action plans for the risks and reporting on any developments regarding the emerging risks identified. Circulate and communicate the Risk Management Documents. Assist in planning for the Risk Awareness Campaigns. Educate employees and ensure that the Risk culture is inculcated /embedded across the Entire Department.
- ENQUIRIES** : Ms L. Doorasamy Tel No: (011) 628 9171
- APPLICATIONS** : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.
- NOTE** : A curriculum vitae with a detailed description of duties and the names of two referees, copies of ID and qualification should also be attached. Smart ID must be photocopied on both sides and must accompany your application for employment (New Z83 form). Applications received on the old Z83 application form will not be considered. All required information on the application form must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. Only short-listed candidates will be required to submit certified documents on or before the day of the interview following communications from Medical Supplies Depot Human Resource. It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Shortlisted candidates might be subjected to a competency assessment. Correspondence will be limited to shortlisted candidates only.
- CLOSING DATE** : 20 May 2022
- POST 16/130** : **MATERIAL RECORDING CLERK REF NO: MSD2022/08 (X2 POSTS)**
Directorate: Data
- SALARY** : R176 310 per annum (Level 05), plus benefits
- CENTRE** : Medical Supplies Depot
- REQUIREMENTS** : Grade 12/Matric or Equivalent (SAQA accredited NQF Level 4 qualification). Understanding of Pharmaceutical environment Drug Supply Management, warehousing and/or distribution will be an added advantage. Computer literacy and Good Communication Skills, verbal and non-verbal, with intra and interpersonal skills. Knowledge of applicable PFMA and Supply Chain related acts, policies and regulations. Understanding MEDSAS and RDM computer systems will be an added advantage. Service Delivery Innovation and Good Customer relations.
- DUTIES** : Ensure implementation and compliance with Gauteng medical Supplies Depot Policies and Standard Operating Procedures. Receiving Green Cards from Facilities (hospitals, clinics, Emergency Medical Services (EMS) and Regional Pharmacies). Loading Green cards into MEDSAS and transfer of RDM orders. Ensuring Compliance to the Delivery Schedule by timeous Printing, sorting and distribution of Invoices (IVs) for Warehouse Picking and Dispatching of Pharmaceutical Stock. Answer all demander's enquiries, Processing demander's orders and providing reports to demanders on request. Returning of Post to Hospitals. Filing of Finalized Iv's and Financial reports. Accurate compilation of Statistics and Reporting.
- ENQUIRIES** : Ms M.L Chiloane Tel No: (011) 628 9020
- APPLICATIONS** : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.
- NOTE** : A curriculum vitae with a detailed description of duties and the names of two referees, copies of ID and qualification should also be attached. Smart ID must be photocopied on both sides and must accompany your application for employment (New Z83 form). Applications received on the old Z83 application form will not be considered. All required information on the application form

must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. Only short-listed candidates will be required to submit certified documents on or before the day of the interview following communications from Medical Supplies Depot Human Resource. It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Shortlisted candidates might be subjected to a competency assessment. Correspondence will be limited to shortlisted candidates only. First preference will be given to current and former interns that are within Medical Supplies Depot.

CLOSING DATE : 20 May 2022

POST 16/131 : **FINANCE CLERK REF NO: MSD2022/09**
Directorate: Account Payable

SALARY : R176 310 per annum (Level 05), plus benefits
CENTRE : Medical Supplies Depot
REQUIREMENTS : Grade 12 with Accounting and Maths as a subject, a relevant 3-year Diploma or Degree in accounting or comments from a recognized tertiary institution. Must be computer literate (Microsoft Office), with more emphasis on excel. Knowledge of the acts governing finance in the public service and the ability to interpret them. Ability to communicate well with people at different levels and from different backgrounds. Ability to handle tasks of multidisciplinary nature. Ability to act with tact and discretion and handle conflict. Ability to work under pressure. Ability to work independently and in a team. Ability to process tasks within the set deadline, organizing, problem-solving and interpersonal relationship skills. Must be self-motivated. Good office management skills. Good telephone etiquette.

DUTIES : Suppliers payments, Monthly creditors reconciliation, Filing, communicating with customers, resolving supplier's queries and any relevant other duties delegated by the supervisor.

ENQUIRIES : Ms W.S.M Mputla Tel No: (011) 628 9081
APPLICATIONS : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at HR Department and sign in the register book.

NOTE : A curriculum vitae with a detailed description of duties and the names of two referees, copies of ID and qualification should also be attached. Smart ID must be photocopied on both sides and must accompany your application for employment (New Z83 form). Applications received on the old Z83 application form will not be considered. All required information on the application form must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. Only short-listed candidates will be required to submit certified documents on or before the day of the interview following communications from Medical Supplies Depot Human Resource. It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Shortlisted candidates might be subjected to a competency assessment. Correspondence will be limited to shortlisted candidates only.

CLOSING DATE : 20 May 2022

POST 16/132 : **HUMAN RESOURCE CLERK REF NO: MSD2022/10 (X2 POSTS)**
Directorate: Human Resource

SALARY : R176 310 per annum (Level 05), plus benefits
CENTRE : Medical Supplies Depot
REQUIREMENTS : Grade 12 /Matric Certificate or equivalent. Human Resource qualifications and Experience in Human Resources will be an added advantage. Must be computer literate (MS Excel, MS Word, etc). Knowledge of the PERSAL system will be an added advantage. Good communication skills and ability to work under pressure. A good interpersonal relation.

DUTIES : The successful candidate will be responsible for the following: Leave capturing, Salary Administration, Overtime capturing, injury on duty, Appointments, Sessions, capturing of Housing allowance, service conditions, terminations, transfers, staff establishment, capturing of PMDS evaluation reports,

recruitment and selection and perform all duties as delegated by the supervisor. Maintain sound labour relations.

ENQUIRIES APPLICATIONS : Ms G.S Mbokazi Tel No: (011) 628 9012
: Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.

NOTE : A curriculum vitae with a detailed description of duties and the names of two referees, copies of ID and qualification should also be attached. Smart ID must be photocopied on both sides and must accompany your application for employment (New Z83 form). Applications received on the old Z83 application form will not be considered. All required information on the application form must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. Only short-listed candidates will be required to submit certified documents on or before the day of the interview following communications from Medical Supplies Depot Human Resource. It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Shortlisted candidates might be subjected to a competency assessment. Correspondence will be limited to shortlisted candidates only.

CLOSING DATE : 20 May 2022

POST 16/133 : **DENTAL ASSISTANT REF NO: SMUDA02/22 (X4 POSTS)**
Directorate: Dental Assisting
This is a re-advertisement post, those who previously applied are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R170 955 per annum
: SMU Oral Health Centre
: Grade 12 with a National Certificate in Dental Assisting and an appropriate qualification that allows registration with the HPCSA as a Dental Assistant. Proof of current registration. One year experience as a dental assistant. Ability to work under pressure, organizational skills, good communication skills, self-motivated and goal orientated.

DUTIES : Assist clinicians with oral health procedures. Preparing of instruments and material for the dental procedures. Cleaning and sterilization of instruments. Ordering of consumables as needed. Do inventory of dental instruments. Perform administrative duties. Adhere to the Health Care Waste Management Legislation and Principles.

ENQUIRIES APPLICATIONS : Ms Joyce Peteke Tel No: (012) 521 5631
: Quote the relevant post number. Direct applications must be delivered to SMU OHC Human Resource Department, Room S521 Level 5 or posted to: SMU Oral Health Centre, Private Bag x848, Medunsa, 0204. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

FOR ATTENTION NOTE : Ms Pretty Rangoato
: Kindly attach/include copies of your Qualifications, Identity book, Curriculum Vitae, HPCSA Registration and Z83. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful. The Institution reserves the right to not to make any appointment. Persons with disabilities encourages to apply.

CLOSING DATE : 20 May 2022

POST 16/134 : **PROPERTY CARETAKER SUPERVISOR REF NO: STDH/2022001 (X1 POST)**
Directorate: Admin & Support Services

SALARY CENTRE REQUIREMENTS : R147 459 – R173 706 per annum, plus benefits
: Sizwe Tropical Disease Hospital
: Grade 10 with 10 years of experience or Grade 12 with 3 years of relevant experience. Valid driver's license, horticulture certificate and computer

- certificate will be an added advantage. Have good communication skills and ability to work as a team and under stressful conditions.
- DUTIES** : Ensure maintenance of garden equipment and tools. Ensure insecticides and weed killer are correctly applied. Ensure maintenance of the hospital grounds such as watering, mowing the grass, prune and trim flowers and trees. Ensure cultivation of soil for trees and flower. Assist horticulturist with day to day duties. Driving of the tractor or van to remove medical and general waste. Assist with movement of assets. Supervise property care takers. Apply disciplinary measure were necessary. Relieve property care takers if necessary. Administer personal issues such as leave, PMDS and quarterly reports. Carry any lawful instructions given by authorized person.
- ENQUIRIES APPLICATIONS** : Ms CT Mtsweni Tel No: (011) 531 – 4378
: Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.
- NOTE** : To be submitted on a New Z83 form, the form must be fully completed and signed. A recent comprehensive CV with two or more references, copies of qualifications and ID must be attached (Do not certify copies), communication regarding certified documents will only be limited to shortlisted candidates. Applicants must indicate the department for which they are applying for. Applications received after closing date as well as those that do not comply with the requirements i.e incomplete Z83, will not be taken into consideration. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
- CLOSING DATE** : 20 May 2022
- POST 16/135** : **NURSING ASSISTANT REF NO: STDH/2022002 (X3 POSTS)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R134 459 – R151 401 per annum, plus benefits
: Sizwe Tropical Disease Hospital
: Grade 12/Standard 10. One-year Nursing Auxiliary Certificate that allows registration with the South African nursing council and current registration with South African Nursing Council {SANC} as a nursing Assistant. Good communication skills, basic writing skills, ability to function as part of a team, basic interpersonal skills. Knowledge of Nursing care process and procedures, nursing statutes and other relevant legal framework such as: Nursing act, Scope of practices, Acts and omissions, patients' Rights Charter, Batho-Pele Principles, Basic knowledge of Labour Relation Act. Professional Ethical conduct. Knowledge of infection control principles, patient safety, patients experience of care and principles of record keeping.
- DUTIES** : Rendering of quality patient care. Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards, CPD and self-development. Ability to effectively and efficiently utilise resources allocated to the unit. Implement quality standards to all patients.
- ENQUIRIES APPLICATIONS** : Ms LM Mokoena Tel No: (011) 531 – 4365/ 4302
: Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.
- NOTE** : To be submitted on a New Z83 form, the form must be fully completed and signed. A recent comprehensive CV with two or more references, copies of qualifications and ID must be attached (Do not certify copies), communication regarding certified documents will only be limited to shortlisted candidates. Applicants must indicate the department for which they are applying for. Applications received after closing date as well as those that do not comply with the requirements i.e incomplete Z83, will not be taken into consideration. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
- CLOSING DATE** : 20 May 2022

- POST 16/136** : **PHARMACIST ASSISTANT POST BASIC REF NO: MSD2022/06**
 Directorate: Warehouse
- SALARY** : R124 845 per annum, plus benefits
CENTRE : Medical Supplies Depot
REQUIREMENTS : Post Basic Pharmacist Assistant qualification. Proof of registration with the South African Pharmacy Council as a Post Basic Pharmacist Assistant. Proof of payment on the annual fee registration with the Pharmacy Council for the current financial year. Must have at least a minimum of 1-year experience in warehousing, stock management, stock take, and distribution. Good supervisory skills are required. Experience in staff management is essential. Both written and verbal communication skills are necessary. Must have an extensive understanding of the Pharmacy Act, Medicines and Related Substances Act, Good Pharmacy Practice, Good Distribution Practice, Good Warehousing Practice, Public Finance Management Act, and waste management.
- DUTIES** : Supervise and perform the receiving, storage, issuing and distribution of pharmaceuticals within your designated store. Practice stock management according to the FIFO/FEFO principles. Assist with the training and disciplining of staff, leave planning and time and attendance. Assist with the preparation of the store for the annual and bi-annual stock take. Participate in the processes of resolving complaints from Demanders, cyclic stock counts and all investigations within the store. Assist in ensuring that all Acts, rules, regulations, instructions, procedures, policies, and SOPs adhere to. Assist with the management of staff performance as per schedule. Ensure that the store and staff members adhere to the rules and regulations of OHS including wearing protective clothing at all times. Involved in the development of staff members in the warehouse store. Assist with the daily planning of the warehouse
- ENQUIRIES** : Ms K Dheda Tel No: (011) 628 9183
APPLICATIONS : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.
- NOTE** : A curriculum vitae with a detailed description of duties and the names of two referees, copies of ID and qualification should also be attached. Smart ID must be photocopied on both sides and must accompany your application for employment (New Z83 form). Applications received on the old Z83 application form will not be considered. All required information on the application form must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. Only short-listed candidates will be required to submit certified documents on or before the day of the interview following communications from Medical Supplies Depot Human Resource. It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Shortlisted candidates might be subjected to a competency assessment. Correspondence will be limited to shortlisted candidates only.
- CLOSING DATE** : 20 May 2022
- POST 16/137** : **PROPERTY CARETAKER REF NO: STDH/2022003 (X2 POSTS)**
 Directorate: Admin & Support Services
- SALARY** : R104 073 – R122 592 per annum, plus benefits
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Abet level 4/Grade 10 school report. Valid driver's license, grade 12 certificate, garden experience and horticulture certificate will be an added advantage. Have good communication skills and ability to work as a team and under stressful conditions.
- DUTIES** : Collect general and medical waste, empty dustbins, mow the grass, apply insecticides, remove weeds, prune and trim the flowers and trees, cleaning of machines and tools after use, Loading and off-loading of furniture. Cleaning of storm water channels and gutters. Keep equipment and tools safe. Perform pest control in all departments. Communicate with all stakeholders, Adhered to infection control. To carry lawful instructions given by an authorized person.
- ENQUIRIES** : Ms CT Mtsweni Tel No: (011) 531 – 4378

- APPLICATIONS** : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.
- NOTE** : To be submitted on a New Z83 form, the form must be fully completed and signed. A recent comprehensive CV with two or more references, copies of qualifications and ID must be attached (Do not certify copies), communication regarding certified documents will only be limited to shortlisted candidates. Applicants must indicate the department for which they are applying for. Applications received after closing date as well as those that do not comply with the requirements i.e incomplete Z83, will not be taken into consideration. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
- CLOSING DATE** : 20 May 2022
- POST 16/138** : **SESSIONAL MEDICAL SPECIALIST UROLOGY REF NO: HRM/2022/12**
Directorate: medical
- SALARY** : Tariff: R532.00
CENTRE : Mamelodi Regional Hospital
REQUIREMENTS : National Senior Certificate. MBCHB appropriate post degree qualification in Urology that allows registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration as a Specialist Urologist. Relevant experience in the department of urology will be an added advantage.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Required to do clinical audit and where necessary improvement plan, clinical audits and where necessary quality improvement plans. Assist to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs, be willing to do outreach programs where applicable and must be willing to treat positive COVID-19 patients. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.
- ENQUIRIES** : Dr E.B. Mankge Tel No: (012) 841 8305
APPLICATIONS : must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
- FOR ATTENTION** : Ms RM Tloane (HR Recruitment Section)
NOTE Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV and the required documents. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
- CLOSING DATE** : 20 May 2022
- POST 16/139** : **PERIODIC MEDICAL OFFICER REF NO: 013936 (X1 POST)**
Directorate: Family Medicine
- SALARY** : Grade 1: R395.00 per hour
Grade 2: R452.00 per hour

<u>CENTRE REQUIREMENTS</u>	Grade 3: R524.00 per hour : Dr George Mukhari Academic Hospital : MBCHB Degree or equivalent qualification that allows registration with the HPCSA as a Medical Practitioner. Proof of current registration with HPCSA as Medical Practitioner. Ability to function independently and be part of a multidisciplinary team. None experience after registration as Medical Practitioner with the HPCSA. ACLS, ATLS, Diploma or Masters in Family Medicine.
<u>DUTIES</u>	: Clinical assessment, history taking, mental status examination and physical examination of all patients, formulation, development and execution of management plans of all patients. Assessment and management of emergencies. Counselling and education of patients and families. Proper clinical record keeping and proper record of all lab results. Prepare referral letters and discharge summaries for all patients. Participates in ward/department admin in maintain ward records. Commitment to emergency care highest level of ethics, professionalism and punctuality. Ability to work in a team and to report all potential conflict of interests and corruption.
<u>ENQUIRIES APPLICATIONS</u>	: Prof I Govender Tel No: (012) 521 5820/4313 : 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. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
<u>NOTE</u>	: Some posts are re-advertisement, applicants who previously applied are advised to re-apply. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Qualifications, ID copy and a CV must be attached. Only shortlisted candidates will be required to submit the certified documents. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)-Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
<u>CLOSING DATE</u>	: 20 May 2022, closing time will be 12H00 on the closing date
<u>POST 16/140</u>	: <u>PERIODIC CLINICAL TECHNOLOGIST REF NO: 013932 (X1 POST)</u> Directorate: Clinical Support Re-advert
<u>SALARY</u>	: Grade 1: R210.00 Grade 2: R246.00 Grade 3: R290.00 twenty (20) hours per week
<u>CENTRE REQUIREMENTS</u>	: Dr George Mukhari Academic Hospital : National Diploma in Clinical Technology (Pulmonology) as a minimum requirement, a BTech Degree in Clinical Technology (Pulmonology). Registration with the Health Professions Council of South Africa as a Clinical Technologist and a proof of current registration. Scientific research interest in the field of pulmonary function technology. BHSc in Clinical Technology (Pulmonology) will be an added advantage. Adherence to CPD requirements from HPCSA. Computer literacy.
<u>DUTIES</u>	: Provide pulmonary function technology service to patients of DGMAH. Perform spirometry, plethysmography, DLCO, blood gases, exercise test, bronchial challenge test, metabolic measurements, respiratory muscle function, oxygen therapy assessments and skin test. Do spirometry on bedridden patients in the wards. Participate in research programs in Pulmonology Department. Execute all patients' related administrative tasks as required in the Lung Unit. Work effectively in a multidiscipline team. Keep patient records for Pulmonology clinic, Ward patients and Outpatients departments in the laboratory. Prepare document patient statistics on a monthly basis.
<u>ENQUIRIES</u>	: Mr. A Lelaka Tel No: (012) 529 3354

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. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE : Some posts are re-advertisement, applicants who previously applied are advised to re-apply. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Qualifications, ID copy and a CV must be attached. Only shortlisted candidates will be required to submit the certified documents. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)-Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE : 20 May 2022, closing time will be 12H00 on the closing date

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS : GPDRTRecruitment@gauteng.gov.za
CLOSING DATE : 27 May 2022. Applications received after the closing date will be disqualified.
NOTE : Applicants should please note the following: A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entryprogramme/>. 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 the Department. Following the interview and technical exercise, it is mandatory that the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be required to enter into an annual performance agreement with the Head of Department within three (3) months upon commencement of duty. The appointment of the successful candidate is subject to the issuing of a positive security clearance at the level of Top Secret by the State Security Agency. The incumbent will be required to disclose her/his financial interest in accordance with the prescribed regulations. Qualifications will be verified (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Preference will be given to women and Persons with disabilities. Applicants must complete, initial and sign Z83 form. All applicants must submit copies of qualifications, Identity Document, and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. Errors and omissions will be rectified. The Department reserves the right not to fill the position.

MANAGEMENT ECHELON

POST 16/141 : **DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: REFS/013892 (X1 POST)**
Branch: Corporate Services

SALARY : R1 544 415 per annum, all-inclusive salary package. The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE REQUIREMENTS : Johannesburg
: Applicants must be in possession of an appropriate postgraduate qualification (NQF 8) in Human Resource Management / Business Management / or any other equivalent at NQF Level 8 as approved by SAQA. Possess Nyukela Pre-

entry SMS Certificate. At least 8 – 10 years relevant experience at Senior Management Service (SMS) level. Management experience in most of the technical areas will be advantageous. Excellent knowledge and understanding of the corporate management services value chain including the legal and regulatory frameworks. Knowledge, experience and understanding of the Constitution; Public Service Act / Regulations; Labour Relations Act; Public Finance Management Act (PFMA); Public Administration Management Act and Related Regulations; Government Planning and Reporting Frameworks; Medium Term Strategic Framework; Human Resources Prescripts and Large-scale human resource planning; Provincial Growth and Development Strategy (PGDS); National Development Plan: Vision 2030. MTSF, MISS, MPSS, Occupational Health and Safety Act (OHS). Competencies: Have proven management competencies such as Strategic capability and leadership, Programme and project management, Accountability, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Client Orientation and Customer Focus, People management and empowerment, Problem solving and Analysis, Communication, Honesty and Integrity. Attributes: Good interpersonal relations. Ability to work in a stressful environment. Ability to meet strict deadlines and to manage multiple tasks while maintaining priorities. Political sensitivity. Ability to create high performance culture. A valid drivers' license. Knowledge and understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation.

DUTIES

: Support the Head of Department to ensure effective discharge of his duties as Accounting Officer in line with the Public Service Act and Regulations that includes among others: Providing strategic leadership towards the implementation and monitoring of organisational programmes in line with organisational policies. Ensuring compliance with good corporate governance principles and Delegation of Authority. Ensure good governance and accountability are embedded in the implementation of business operations. Driving the implementation, monitoring and evaluation of organisational performance in line with the Growing Gauteng Together [GGT] 2030 Plan of Action, Smart Mobility Strategy and work closely with the Gauteng City Region (GCR) Executives, Accounting Officers, Oversight committees, stakeholders and business on implementing the Premier's vision of a 'smart province. Strategic management of corporate and executive support services to Management and staff that are inclusive but not limited to security management, logistical and vetting services, legal, regulatory and labour relations services, corporate communications, stakeholders, media and information technology services. Strategic management of the utilization of human capital; and governance services and build the capacity of the department to delivery on its mandate. Guide and oversee the management and monitoring of human resource management services provision.

ENQUIRIES

: Ms. Mbali Mbatha Tel No: (011) 355-7026/7492

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

: can be delivered to- The Gauteng Department of Social Development. 69 Commissioner Street, Perm Building.

FOR ATTENTION

: Mr C Maabane Tel No: (011) 227 0060

CLOSING DATE

: 20 May 2022

NOTE

: Applicants with disabilities are encouraged to apply. The old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as copies of all academic qualification(s) including the matric certificate, Identity document and driver's licence (where applicable) and any other relevant documents. Applicants must submit copies of qualification, identity documents and drivers license (where appropriate) and any other relevant documents.

Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied or e-mailed application will be considered. Where a driver's license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment (where applicable). The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GDSD that will be reviewed based on performance expiration. Applicants must take note that due to COVID-19 pandemic, the Gauteng Department of Social Development will comply with Health and Safety Regulations.

OTHER POST

- POST 16/142** : **ASSISTANT DIRECTOR HUMAN RESOURCE ADMINISTRATION REF NO: SD/2022/04/02**
- SALARY** : R382 245 per annum, (plus benefits)
- CENTRE** : Head Office (Johannesburg)
- REQUIREMENTS** : A 3-year tertiary qualification (NQF Level 6/7) in Human Resource Management with 3-5 years' experience at supervisory level. A valid driver's licence. Knowledge and understanding of Legislative, Policy Framework, procedures, processes and systems regulating Conditions of Service, Service Benefits, Leave Administration, PILIR Administration and Employee Exits in the Public Service, Skills and Competencies: Communication, written complex notes/memos/reports, verbal exchange of information requiring difficult interpretations. Management, conflict resolution, negotiation, planning and organizing skills. Ability to adapt to change/ liaise with business partners and perform multiple tasks.
- DUTIES** : Manage the co-ordination of Service Benefits and Conditions of Service including monitoring the development and review of the system of administering processes in the area of Conditions of Service and Service Benefits. Monitor and supervise the information dissemination on new and revised directives and PSCBC Resolutions regulating Conditions of Service and Service Benefits. Coordination of leave administration matters including Employee Self Service (ESS) and supervising the conducting of leave audits and reports. Management of PILIR applications. Management of Employee Exit (Terminations) in terms of the Automated Termination Service (ATS). Management of Staff and implementation of Operational Plan of the Unit, conduct performance reviews and assessments for staff. Identify and implement staff development plans. Manage staff grievances and disciplinary matters.
- ENQUIRIES** : Mr C Maabane Tel No: (011) 227 0060
- NOTE** : The selection and appointment of candidates is subject to positive vetting and verification requirements as per government policy and procedures. The Department reserves the right to fill or not to fill this position(s).