

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

**ERRATUM:** Kindly note that the following post was advertised in Public Service Vacancy Circular 16 dated 06 May 2022, Social Worker (**For Weskoppies Hospital**) with Ref No: REFS/WKH/13/04/2022, with the closing date of 20 May 2022 has been withdrawn. Kindly note that the post of Pharmacist Assistant Post Basic (**for Medical Supplies Depot**) with Ref No: MSD2022/06 advertised in the Public Service Vacancy Circular 16 dated 06 May 2022, the salary Notch has been amended as follows: R211 509 – R238 260 per annum. We apologise for the inconvenience caused.

**OTHER POSTS**

- POST 17/201** : **MEDICAL SPECIALIST REF NO: REFS/013916 (X1 POST)**  
Directorate: Obstetrics and Gynaecology  
Re-advert, Applicants who previously applied are advised to re-apply
- SALARY** : Grade 1: R1 122 630 - R1 191 510 per annum, (all inclusive package)  
Grade 2: R1 283 592 - R1 362 363 per annum, (all inclusive package)  
Grade 3: R1 489 665 - R1 862 412 per annum, (all inclusive package)
- CENTRE REQUIREMENTS** : Dr George Mukhari Academic Hospital  
: MBCHB and FCOG or MMed qualification in obstetrics and gynecology. Proof of registration as a Specialist Obstetrician and Gynaecologist with the HPCSA, ability to work with all Unit Members e.g. Other Specialists, Registrars, MO's, Student, Interns and fulfill the University criteria in doing clinical research. Good people skills and be able to take the lead in a team. Continuous education and evaluation in the clinical setting for Obstetrics and Gynecology.
- DUTIES** : In and outpatient service delivery in General Gynaecology OPD and Antenatal clinic: Ward rounds in our high risk Labour ward, consultations with other specialists. Ward round, handover rounds, intake ward round, post intake rounds, Preoperative and Postoperative ward rounds. Implement and monitor adherence to National Core Standards (norms and standards). Reduce Medical Litigation by exercising good clinical ethics. Participating in a multidisciplinary team to manage and care for patients. Ensure that administration, ICD 10 coding and record keeping is done. Interview, investigate, diagnose and oversee the treatment of patients. Supervising and completing of Medico-Legal documents timeously (e.g. death certificates, PPIP forms, Maternal deaths forms,). To act as domain trainer for the Interns. Participation and attendance of Mortality and Morbidity meetings as well as Post Graduate meetings. Willing to do commuted overtime rendering of after-hours (night, weekend and public holiday) duties covering emergencies in maternity; and urgent surgical and gynaecological cases. Academic: Supervision of Registrars, MO's, Interns and Students in the clinical training, ward rounds.
- ENQUIRIES APPLICATIONS** : Dr. S Mosehle Tel No: 012 529 3336  
: The specific reference must be quoted. 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.
- NOTE** : 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. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

**CLOSING DATE** : 27 May 2022, closing time will be 12h00.

**POST 17/202** : **SOCIAL WORKER SUPERVISOR REF NO: SOS/28/2022 (X1 POST)**  
Directorate: Social Work Services

**SALARY** : R389 991 per annum  
**CENTRE** : Johannesburg Health District  
**REQUIREMENTS** : A recognized 4-year Bachelor's Degree qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker, with a minimum of 7 years' appropriate experience in social work after registration as Social Worker with the SACSSP, knowledge, skills and experience in health -related social work. Skills are essential. District Management experience will be an added advantage. Knowledge of the following: Social work services and human behaviour; Analytical, diagnostic, assessment tools, evaluation methods and processes; Personnel Management and practices; Supervision Framework for Social Workers; Social Work legislation related to children; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Good communication (written and verbal) skills; Organizing and planning skills; Project planning skills; Psycho social intervention skills; Report writing; Presentation and facilitation skills; Analytical and problem-solving skills; Client orientation and customer focus skills Must be in possession of a driver's license and be computer literate.

**DUTIES** : Ensure that a social work service with regard to the care, Support, protection and development of vulnerable individuals, groups, families and communities through the relevant programs is rendered; Attend to any other matter that could result in, or stem from, social instability in any form; supervise employees; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

**ENQUIRIES** : Mrs. RS Mabyana Tel No: 011 694 3709  
**APPLICATIONS** : Applications should be emailed to JhbHealth.DistrictJobApplications@gauteng.gov.za

**NOTE** : A fully completed new signed Z83 form should be accompanied by recent updated CV as well as all qualifications, ID document/ Smart ID and Driver's license copies must be double sided. All certificates attached should not be certified when applying for the post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. please ensure that the reference number is quoted correctly. The recommended candidates will be subjected to positive results of the security clearance process (criminal records), the verification of educational qualifications certificates and medical screening. Incomplete applications or applications received after closing date will not be considered. People with disabilities are encouraged to apply.

**CLOSING DATE** : 27 May 2022

**POST 17/203** : **PROFESSIONAL NURSE REF NO: REFS/013957 (X1 POST)**  
Directorate: Quality Assurance  
Re-Advert

**SALARY** : R260 760 - R302 292 per annum, (plus benefits)  
**CENTRE** : Dr George Mukhari Academic Hospital  
**REQUIREMENTS** : Matric/grade 12 Certificate with basic qualification accredited with SANC in terms of Government Notice. R425 (i.e. Diploma / Degree) in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (General, Psychiatric and Midwifery). A minimum of 3-5 years appropriate/recognizable experience in Nursing, after registration as a Professional Nurse with the SANC in comprehensive nursing. At least 1 year of the period referred above must be appropriate / recognizable experience working in Quality Assurance unit or as a quality champion in the wards. Extensive knowledge in customer care service program. Experience in customer care service programs in health institution. Relevant knowledge and understanding of legislative framework applicable to Quality Assurance in the public health facility. Computer literacy in MS Office Package (MS Word, Ms Excel, and Ms PowerPoint). Presentation skills. Competencies: The applicant must have ability to interact with diverse stakeholders, health care users and

givers. Good communication skills, Report writing skills, Facilitation skills, Co-ordination skills, Problem solving skills, Good interpersonal relations. People management skills, teamwork skills, self-motivated and goal orientated. Must have ability to work under pressure and be a creative thinker.

**DUTIES** : Ensure effective management of Quality Assurance Services package in the health facility. Coordinate the Quality Assurance programs: Support and implement Customer care programs (Waiting times, PEC, Customer care training & implementation of Batho Pele Principles). Assist with the facilitation of the implementation of NCS (RNS) & 6 Ministerial priorities including IHRM. Coordinates the development and implementation of QIPs, Implement complaint management system, Management of the Patient Safety Incidents. Participate in the clinical audit and clinical risk management. Conduct trainings of employees on Quality Assurance matters. Compile and submit reports on due time. Communicate with all stakeholders, external and internal customers about Quality Assurance matters. Perform any other duties delegated by the supervisor.

**ENQUIRIES** : Mrs GM Tabane Tel No: (012) 529 3427  
**APPLICATIONS** : 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.

**NOTE** : 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 certified documents. The specific reference must be quoted. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal record check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

**CLOSING DATE** : 27 May 2022, closing time will be 12h00.

**POST 17/204** : **SECRETARY REF NO: 013981**  
Directorate: Administration

**SALARY** : R176 310 – R207 681 per annum, (plus benefits)  
**CENTRE** : Gauteng College of Nursing (GCON): SG Lourens Campus  
**REQUIREMENTS** : A Grade 12 with a minimum of 1-2 years' experience as a Secretary/PA. A National certificate in Office administration/Management, Public Management or Secretarial certificate/Project Management. Computer literacy or Certificate in Microsoft Office suite. Excellent communication and good interpersonal skills. Ability to work independently and under pressure. Business writing skills. Proficiency in all secretarial/ Office administration duties. Have to be a self-driven individual with flexible approach to work duties. Good time management skills and the ability to juggle multiple responsibilities. Be able to prioritize and have exceptional attention to detail. Ability to handle variety of tasks, work under pressure and meet the tight deadlines. Prepared to go an extra mile. Coordinate logistical arrangements for meetings when required. Valid Driver's Licence will be added as an advantage.

**DUTIES** : Making and receiving telephone calls, typing of letters, memos and taking accurate minutes. Managing the diaries of responsible manager(s). Plan and organize meetings. Plan, organize and manage events. Ensure office is equipped with necessary needs and stationery. Manage enquiries. Develop and implement an efficient filing system. Writing reports. Overall management of the office administration function. Provide secretarial /PA support.

**ENQUIRIES** : Ms J.E. Malobola Tel No: (012) 319 5601  
**APPLICATIONS** : Applications should be submitted strictly online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za)  
NB: For assistance with online applications please e-mail your query to [recruitment@gauteng.gov.za](mailto:recruitment@gauteng.gov.za).

**NOTE** : Application must be accompanied by a fully completed New Z83 form, comprehensive Curriculum Vitae (CV), ID copy and qualifications which need not be certified, only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, practical examination and personnel suitability check (criminal record, citizenship, credit record checks, qualification verification; and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured females, Indian males, and females. The institution reserves the right not to appoint.

**CLOSING DATE** : 27 May 2022

**POST 17/205** : **WARD CLERK REF NO: JUB 17/2022**  
Directorate: Admin ad Logistics

**SALARY** : R176 310 per annum  
**CENTRE** : Jubilee District Hospital  
**REQUIREMENTS** : Grade 12 or std 10. One year experience in patients' affairs. Computer literacy (Certificate). Knowledge of PAAB System. Willing to work shifts, day, night, weekend, public holiday. Knowledge of Batho Pele Principles.

**DUTIES** : Admission and registration of patients on PAAB and manual system. Retrieval of files using Metro File System. Capturing data on TPH31A and TPH31. Completion of GPR01 during downtime and updating electronic downtime information. Billing and collecting money from patients using receipts. Balancing in-paying register at the end of every shift. Completion of GPF3, 4, 5 forms. Classification of patients. Admission and discharge patients from the wards. Update patients information in the wards. Other clerical services in the wards. Ordering of stationery. Compile monthly stats. The incumbent will be rotated between patients admin and wards.

**ENQUIRIES** : Ms M Makuwa Tel No: 012 717 9378  
**APPLICATIONS** : must be submitted to Jubilee District Hospital, 92 Jubilee Road, Hammanskraal, Pretoria 0400. Postal Address: Jubilee District Hospital, Private Bag X449, Hammanskraal, Pretoria, 0400.

**NOTE** : Applications must be submitted on the new Z83 (application form), obtainable from any Public Service Department accompanied by updated CV, ID and all qualifications copies must not be certified and attached.

**CLOSING DATE** : 27 May 2022, Time: 15:30 PM

**POST 17/206** : **FINANCE CLERK REF NO: JUB 18/2022**  
Directorate: Finance

**SALARY** : R176 310 per annum  
**CENTRE** : Jubilee District Hospital  
**REQUIREMENTS** : Grade 12, or Diploma in Finance Management will be an added advantage. Eighteen (18) months relevant experience in finance. Knowledge of PAAB, BAS, SAP, UPFS, DORA, ICD 10 Code Treasury Regulations and PFMA.

**DUTIES** : Billing of different category of patients within 30 days. Retrieval of files for billing. Prepare and submission of invoices to third party funders. Perform incorrect levies and Annexure G. Analyse patients debt and make follow up (Debt Management). Collection of revenue from patients and other sources. Capturing receipts on SAP. Perform banking on daily basis. Make allocation of payment on PAAB. Manual receipting during downtime. Re journal of manual receipts. Any other duty as delegated by the supervisor.

**ENQUIRIES** : Mr G Phatshwane Tel No: 012 717 9300/9546  
**APPLICATIONS** : must be submitted to Jubilee District Hospital, 92 Jubilee Road, Hammanskraal, Pretoria, 0400. Postal Address: Jubilee District Hospital, Private Bag X449, Hammanskraal, Pretoria, 0400.

- NOTE** : Applications must be submitted on the new Z83 (application form), obtainable from any Public Service Department accompanied by updated CV, ID and all qualifications copies must not be certified and attached.
- CLOSING DATE** : 27 May 2022, Time: 15:30 PM
- POST 17/207** : **PERIODIC MEDICAL OFFICER REF NO: REFS/013979 (X3 POSTS)**  
 Directorate: Accident and Emergency  
 Re-advert, Applicants who previously applied are advised to re-apply
- SALARY** : Grade 1: R395.00 per hour  
 Grade 2: R452.00 per hour  
 Grade 3: R524.00 per hour
- CENTRE REQUIREMENTS** : Dr George Mukhari Academic Hospital  
 : Appropriate qualification (MBCHB) that allows registration with HPCSA as Medical Practitioner with Independent Practice at time of starting employment (i.e. those in community service who are still waiting for Independent Practice may apply). Basic life support course (BLS), plus either ACLS (Advanced Cardiac Life Support) or PALS (Paediatric Advanced Life Support) course. Candidates must be registered with HPCSA and have proof of current paid annual registration. No experience required for Grade 1. Dip PEC or other relevant diploma, and/or ultrasound training/accreditation will be an added advantage and /or will get preference.
- DUTIES** : Shift work in Accident and Emergency Medicine Department. Evaluation and clinical management of patients referred to the Emergency Department. Clinical training of undergraduates. Relevant administration functions as required including for medico legal purposes. Commuted overtime is compulsory.
- ENQUIRIES APPLICATIONS** : Dr N.P. Moabelo Tel No: (012) 529 3061  
 : The specific reference must be quoted. 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.
- NOTE** : 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. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 27 May 2022, closing time will be 12h00.
- POST 17/208** : **PERIODIC MEDICAL OFFICER REF NO: REFS/013980 (X1 POST)**  
 Directorate: Obstetrics and Gynaecology  
 Re advert, Applicants who previously applied are advised to re-apply.
- SALARY** : Grade 1: R395.00 per hour  
 Grade 2: R452.00 per hour  
 Grade 3: R524.00 per hour
- CENTRE REQUIREMENTS** : Dr George Mukhari Academic Hospital  
 : Medical Degree (MBCHB) or equivalent, Professional registration with HPCSA, at least 2 years minimum experience in Clinical Medicine Post Community Service, Excellent Obstetrics and Gynaecology ultrasound skills.
- DUTIES** : Provision of clinical care to patients attending RHC, accurate and comprehensive medical records keeping data management. Training and supporting junior staff members at the clinic. To provide comprehensive medical care (Performing Choice of Termination of Pregnancy and Family planning services)and clinical support for patients attending Reproductive Health and Family planning unit within Obstetrics and Gynecology department.
- ENQUIRES** : Dr. S Mosehle Tel No: 012 529 3336

- APPLICATIONS** : The specific reference must be quoted. 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.
- NOTE** : 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. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 27 May 2022, closing time will be 12h00.

#### **DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)**

- APPLICATIONS** : Please apply online at <http://professionaljobcentre.gpg.gov.za>
- CLOSING DATE** : 03 June 2022. No late applications will be considered.
- NOTE** : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote retrospectivity (race, gender, and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as copies of qualifications, Identity, and valid driver's license (where driving/traveling is an inherent requirement of the job). Such copies need not to be certified upon application. Certified documents will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

#### **OTHER POST**

- POST 17/209** : **CHIEF CONSTRUCTION PROJECT MANAGER REF NO: REFS/013967**
- SALARY** : R1 058 469 - R1 210 251 per annum, (Salary will be in line with the OSD framework)
- CENTRE REQUIREMENTS** : Sedibeng Region  
Matric plus NQF Level7/Btech in Built Environment discipline coupled with a minimum of 6 years certified managerial experience. Competencies-programme and project management, project principles and methodologies, research and development, computer –aided engineering applications, technical report writing, technical consulting, and professional judgment. Decision making, team leadership, analytical skills, problem solving and analysis are additional requirement. Knowledge of the PFMA; construction building management; implementation of housing project technical procedures/methods. Building legislation and policies; project implementation processes and computer literacy, planning and organizing skills, training skills and communication skills. A valid driver's license. Compulsory registration with SACPCMP as a professional construction project manager.
- DUTIES** : Facilitate coordinate and monitor the implementation of Human Settlements programmes in the Sedibeng Region; Project Management processes applied

by management; PRT's and Municipalities to ensure the delivery of quality housing products and services within the approved budget; project management and implementations; staff management; budget control and monitoring- compile detailed housing delivery project budge and cash flow projections for each project, monitor and expedite effective procedures to monitor and evaluate component effectiveness and adherence to legislative provisions foe effectiveness, national , Provincial and Departmental policies and other relevant legislations.

**ENQUIRIES**

: Ms Khosi Kunene Tel No: 072 315 9992