

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: Kindly note that the following 2 posts (**for Sebokeng Hospital**) advertised in the Public Vacancy Circular 14 dated 22 April 2022: Operational Manager: Professional Nurse Specialty (Theatre) Grade1 with Ref No: SEB/PNS/22/01, the Post title has been amended to Professional Nurse Specialty (Theatre). And also the post of Operational Manager: Professional Nurse Specialty (Peads) with Ref No: SEB/PNS/22/02, the post title has been amended to Professional Nurse Specialty (Theatre). People who previously applied are encouraged to re-apply. We apologise for the inconvenience caused. The closing date has been extended to 23 June 2022.

OTHER POSTS

| | | |
|--------------------------------------|---|---|
| <u>POST 20/168</u> | : | <u>MEDICAL SPECIALIST GRADE 1 – GRADE 3 REF NO: PHOLO 2022/05/02 (X1 POST)</u> Directorate: Ophthalmology |
| <u>SALARY</u> | : | Grade 1: R1 122 630 – R1 191 510 per annum, (all inclusive) Grade 2: R1 283 592 – R1 362 363 per annum, (all inclusive) Grade 3: R1 489 665 – R1 862 412 per annum, (all inclusive) |
| <u>CENTRE REQUIREMENTS</u> | : | Pholosong Hospital Appropriate qualification that allows registration with HPCSA as Medical Specialist in ophthalmology. HPCSA registration as Medical Specialist in ophthalmology. Proof of current registration with HPCSA (2022/2023). Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently under pressure beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Ophthalmology. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Ophthalmology. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Ophthalmology Extensive experience in Ophthalmological surgery, particularly cataract and trauma surgery |
| <u>DUTIES</u> | : | Render an efficient and cost-effective Ophthalmology service to patients managed by the institution. Ensure effective and efficient administration of the Ophthalmology Division. Ensure the rational use of resources (medical/surgical sundries and equipment) and apply antibiotic stewardship, patient audits and Clinical Governance. Ensure appropriate training of all clinical staff within the department. Organize and partake in Outreach and Support services. Attendance of relevant administrative meetings like morbidity and mortality meetings, near miss meetings and completing MEDICO legal Documents timeously. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). |
| <u>ENQUIRIES APPLICATIONS</u> | : | Dr H.P.N Mlahleki Tel No: (011) 812 5163 should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550. |
| <u>NOTE</u> | : | No faxed or emailed applications will be considered. Fully completed new Z83 and detailed Curriculum Vitae. Certified documents will only be requested to shortlisted candidates on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments 146 will be |

made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.
24 June 2022

CLOSING DATE

:

POST 20/169

:

MEDICAL SPECIALIST GRADE 1 – GRADE 3 REF NO: PHOLO 2022/05/03 (X2 POSTS)
Directorate: Obstetrics and Gynaecology

SALARY

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Grade 1: R1 122 630 – R1 191 510 per annum, (all inclusive)
Grade 2: R1 283 592 – R1 362 363 per annum, (all inclusive)
Grade 3: R1 489 665 – R1 862 412 per annum, (all inclusive)

CENTRE REQUIREMENTS

:

Pholosong Hospital
Appropriate qualification that allows registration with HPCSA as Medical Specialist in normal Specialty registration. HPCSA registration as Medical Specialist in obstetrics and gynaecology. Proof current registration with HPCSA (2022/2023). Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently under pressure beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Obstetrics & Gynaecology. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Obstetrics & Gynaecology. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Obstetrics & Gynaecology.

DUTIES

:

The incumbent will be responsible the investigation, diagnosis and overseeing of patient treatment of patients. Improve quality of care by providing appropriate clinical supervision of junior medial staff. Willing to do commuted overtime rendering of after-hours (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like morbidity and mortality meetings, near miss meetings and completing MEDICO legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOU to monitor, implement and adhere to the compliance to National Core Standards within the department. Participate in departmental outreach programs. Preparing and writing of reports. Assist the HOU with Administration responsibilities. To assist in teaching programme of interns and medical officers. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES APPLICATIONS

:

Dr H.P.N Mlahleki Tel No: (011) 812 5163
should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550.

NOTE

:

No faxed or emailed applications will be considered. Fully completed new Z83 and detailed Curriculum Vitae. Certified documents will only be requested to shortlisted candidates on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

:

24 June 2022

- POST 20/170** : **MEDICAL REGISTRAR REF NO: REFS/014183**
Directorate: Paediatrics Surgery
- SALARY** : R833 523 per annum, (all-inclusive package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Registrar Medical. Registration with the HPCSA as Registrar (Medical). No experience required after registration with the HPCSA as Registrar (Medical).
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient related administrative duties, participate in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing, and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns, and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO legal Documents timeously. (e.g., Death Certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentation, lectures, and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hours (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institution: University of the Witwatersrand (WITS).
- ENQUIRIES** : Dr. EM. Mapunda Tel No: 011 488 3397
APPLICATIONS : Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.
- NOTE** : Applications must be submitted on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) with an updated, clear and detailed C.V with 3 contactable referees. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.
- CLOSING DATE** : 20 June 2022
- POST 20/171** : **MEDICAL REGISTRAR REF NO: REFS/014145 (X5 POSTS)**
Directorate: Orthopaedic Surgery
- SALARY** : R833 523 per annum, (all-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Must have HPCSA registration as an independent Medical Practitioner and must be post Community Service. Proof of current registration with HPCSA (2022/2023). Having the completed Primaries and Intermediate CMSA exams and Orthopaedics surgery work experience will be an advantage. Must have 6-12 Months experience as Medical Officer in relevant department. Must be a South African citizen or permanent resident.
- DUTIES** : The incumbent will be responsible for Fulfilment of all assigned clinical service and academic related duties as per Gauteng Department of Health and the

University of Witwatersrand prescripts. A four-year contract will be signed with the relevant hospital authority, which will run concurrently with the university (MMed Orthopaedic Surgery) and HPCSA annual registrations in an accredited training post as a full-time postgraduate student. All trainees are expected to rotate through all the three Wits University affiliated central and satellite hospitals. Participation in identified outreach programmes and commuted overtime as well as adherence to regular performance and development management processes will be mandatory. An orthopaedic surgery specialist qualification will be conferred upon completion and submission of the university MMed dissertation and passing the CMSA-run HPCSA Board exit examination. Prof Ramokgopa and Ms K Mofokeng Tel No: (011) 933 8914

**ENQUIRIES
APPLICATIONS**

: can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be the same with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

CLOSING DATE

: 20 June 2022

POST 20/172

: **MEDICAL OFFICER GRADE 1 REF NO: REFS/014149 (X2 POSTS)**
Directorate: Orthopaedic Surgery

**SALARY
CENTRE
REQUIREMENTS**

: R833 523 per annum, (all-inclusive package)
: Chris Hani Baragwanath Academic Hospital
: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. HPCSA registration as an independent Medical Practitioner Proof of current registration with HPCSA (2022/2023. At least 6 months' experience in Orthopaedics Surgery or have passed intermediate exams will be added as an advantage.

DUTIES

: Fulfilment of all assigned clinical service and academic related duties as expected or as directed by the Clinical Head of Department or proxies. The Medical Officers shall work in support of the Registrars and Interns and

participate in commuted overtime. Participation in identified outreach programmes and adherence to regular performance and development management processes will be mandatory. Clinical assessment, history taking, mental state examination and physical examination of all patients. Assessment and management of emergencies. Counselling and education of patients and families. Proper clinical record keeping. Preparation of referral letters and discharge summaries for all patients. Recording of all lab results. Participation in ward/department admin and academic program. Commitment to providing 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.

**ENQUIRIES
APPLICATIONS**

: Prof Ramokgopa Tel No: (011) 933 8914
 : can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be the same with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

CLOSING DATE

: 20 June 2022

POST 20/173

: **ASSISTANT MANAGER NURSING PNB4 SPECIALTY 3 REF NO: PHOLO 2022/05/04 (X1 POST)**
 Directorate: Nursing

**SALARY
CENTRE
REQUIREMENTS**

: R624 216 – R702 549 per annum, (plus benefits)
 : Pholosong Hospital
 : Diploma/degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse with midwifery. A post basic qualification, with a duration of at least 1 year in Advanced Midwifery and Neonatal Nursing Science accredited with SANC. Proof of current registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration with SANC as Professional Nurse in

General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, OHS Act, Patient Rights Charter, Batho-Pele principles, Public Service regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills: Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programs is mandatory. Personal: Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative, Co-operation, Team player, Supportive, Assertive.

DUTIES

: Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Effectively manage the utilisation and supervision of resources. Coordination of the provision of 190 effective training and research. Provision of effective support to Nursing Services. Maintain professional growth/ethical standards and self-development. Sustain effective management of quality nursing service. Coordinate optimal, holistic general and specialized nursing care provided within the set standards and professional/legal framework. Manage effectively the utilization and supervision of resources, provision of effective support to nursing services. Maintain professional growth/ethical standards, self-development and mentoring of Operational Managers. Maintain and manage PMDS of subordinates, ensure effective communication within the health setting, ensure optimal utilization of personnel in the department and have the ability to deal with conflict. Knowledge of DOH policies, develop SOPs and protocol for the department, ensure that the Regulated Norms and Standards are maintained and upheld. Manage the Human Resource and ensure skilling and quality care. Manage the department efficiently and cost effectively. Coordination of effective training and research. Maintain accuracy and integrity in Collation and consolidation of Midnight statistics. Support the Department of Health Strategic Objectives of quality patient care at night. Compile evidence based reports for continuity of patient care for morning reports and handing over. Implement disciplinary and corrective measures to staff. Implement SOPs for the nursing and Hospital SOPs and maintain evidence based practice. Patient complaints management and resolution of complaints for efficient patient care. Do random patient care satisfaction surveys? Random nursing 75 records audits to improve rendering of safe and evidence-based quality nursing care. Implement hospital contingency plans per given incident and reports. Coordinate and monitor the operations of non-clinical systems that have direct impact to patient care at night. Monitor the flow of patients from emergency units and provide informed directives for continuity of care immediately. Immediate resolution of patients, public complaints, and keep records of all detailed complaints and interventions. Implement complaints and patient safety incidents guidelines.

**ENQUIRIES
APPLICATIONS**

: Ms. G. Makgoba Tel No: (011) 812 5162
: should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550.

NOTE

: No faxed or emailed applications will be considered. Fully completed new Z83 and detailed Curriculum Vitae. Certified documents will only be requested to shortlisted candidates on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments 146 will be

made in accordance with the Employment Equity target of the department.
People with disability are encouraged to apply
24 June 2022

CLOSING DATE

:

POST 20/174

:

**OPERATIONAL MANAGER (SPECIALTY) PNB 3 REF NO: PHOLO
2022/05/04 (X1 POST)**
Directorate: Nursing

SALARY

:

R571 242 – R642 933 per annum, (plus benefits)

CENTRE

:

Pholosong Hospital

REQUIREMENTS

:

Appropriate Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council as a Professional Nurse. A one year post basic qualification in Advanced Psychiatry, which is accredited by SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least five years of the period above must be appropriate/recognizable experience in Psychiatry after obtaining the advanced psychiatric qualification. Proof of current registration with SANC. Good interpersonal, communication and leadership skills. Knowledge of the Mental Health Care Act, Criminal Procedure Act PFMA, Public Sector Regulations, Regulated Norms and Standards and other legislative framework. Computer literacy will be an added advantage.

DUTIES

:

Ensure effective, efficient coordination and integration of quality specialized nursing care and management of complex psychiatric cases through implementation of advanced procedures and nursing interventions that are in accordance Mental Health Act and related Policies. Ability to liaise with Multi-disciplinary team to ensure best practices and to facilitate effective Mental Health Care outcomes. Active participation in Ideal Hospital realization framework. Able to take charge of the hospital after hours, during weekends and public holidays. Demonstrate basic understanding of Human Resource Policies and practices through effective implementation of PMDS, Disciplinary Code, leave management and Supply Chain Management Procedures. Compliance to Batho-Pele Principles, Mental Health Care Act procedures and Quality Assurance Standards. Drive the implementation of the National Nursing Strategy. Participate in hospital committees, training, coaching and mentoring of young nurses.

ENQUIRIES

:

Ms. G. Makgoba Tel No: (011) 812 5162

APPLICATIONS

:

should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550.

NOTE

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CLOSING DATE

:

24 June 2022

POST 20/175

:

**OPERATIONAL MANAGER PNB3 (PAEDIATRICS) REF NO: PHOLO
2022/05/05 X (1 POST)**
Directorate: Nursing

SALARY

:

R571 242 – R642 933 per annum, (plus benefits)

CENTRE

:

Pholosong Hospital

REQUIREMENTS

:

Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post-basic qualification in Child Nursing Science with duration of one year accredited with

SANC in terms of Government Notice R 212. A minimum of 9 years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At-least 5 years of the period mentioned above must be appropriate/ recognizable experience after obtaining a 1-year post-basic qualification in Child Nursing Science. Computer literacy will be an added advantage.

DUTIES

: Overall supervision and control of quality Paediatric patient care in the unit. Formulation relevant Standard operating procedures based on relevant Policies. Collect and analyze relevant data related to Specialized Paediatric programs that aims at reducing child mortality and improving Paediatric nursing outcomes. Efficient implementation and evaluation of patient care programs in the unit according to department's strategic goals. Active participation in Ideal Hospital realization framework. Ensure adequate and appropriate staffing according to patient's needs. Establish efficient communication with the multidisciplinary team. Demonstrate basic understanding of Human Resource Policies and practices through effective implementation of PMDS, Disciplinary Code, leave management and Supply Chain Management Procedures. Secure and allocate resources and budget to achieve workplace objectives. Proactively identify performance requirements to improve teamwork. Able to take charge of the hospital after hours, during weekends and public holidays.

ENQUIRIES

: Ms. G. Makgoba Tel No: (011) 812 5162

APPLICATIONS

: should be hand delivered to Pholosong Hospital between 8am and 3pm at Ground Floor, Human Resource Offices Nurses Residence. The Assistant Director: Human Resource Department, Pholosong Hospital, 1067 Ndaba Street Tsakane Brakpan, Private Bag X4, Brakpan, 1550.

NOTE

: No faxed or emailed applications will be considered. Fully completed new Z83 and detailed Curriculum Vitae. Certified documents will only be requested to shortlisted candidates on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate maybe subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments 146 will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply.

CLOSING DATE

: 24 June 2022

POST 20/176

: **DIAGNOSTIC RADIOGRAPHERS REF NO: REFS/ 014154 (X6 POSTS)**
Directorate: Radiography

SALARY

: R322 746 – R367 299 per annum, (plus benefits)

CENTRE

: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS

: National Diploma in Diagnostic Radiography/Degree. Appropriate qualification that allows registration with the Health Professions Council of South African (HPCSA) in Radiography. Completion of Community service in Diagnostic Radiography is necessary. Registration with the Health Professions Council of South Africa as a Diagnostic Radiographer. Current registration with HPCSA for 2022/20223. Experience in Digital Radiography, Experience in utilisation of Computerised Radiography System. Experience in Theatre and Ward Radiography. Experience in handling of Trauma patients. Knowledge of relevant Public service regulations, legislation, policies, acts and procedures. Computer literacy (Ms Word, Ms. Excel). Compliance with budgeting, Radiographic Quality Assurance, National Core Standards, Health and Safety and Infection Control 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 skill, strategic planning organizational skills, leadership qualities and supervisory skills.

DUTIES

: Render effective patient centred Radiography service for in-and out-patient 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. To participate in providing 24-hours radiography services in the hospital. Report to the Assistant

Director: Radiography. Supervise, develop, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles. Adhere to provincial hospital and departmental policies, procedures, guidelines regulations. Perform record keeping, data collection; assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research project of the department. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Contribute and participate in professional development of self and colleagues. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

ENQUIRIES
APPLICATIONS

: Ms. M. Mavhungu Tel No: (011) 933 0120
: can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be the same with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

CLOSING DATE

: 20 June 2022

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

CLOSING DATE
NOTE

: 24 June 2022
: 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 representivity (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 and a comprehensive Curriculum Vitae (CV). Certified copies of qualifications, ID and drivers licence (where driving/ travelling is an inherent requirement of the job) 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 POSTS

- POST 20/177** : **ASSISTANT DIRECTOR: POLICY REF NO: REFS/014158**
- SALARY** : R382 245 per annum
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a National Diploma/NQF level 6 in a Public Administration/Public Management or related fields. 3-4 years' working experience in policy development environment or Knowledge Management and Administration, Working knowledge or conceptual understanding in critical analysis of human settlements legislation and policies. An understanding of the operations of the housing sector and its challenges in general. Computer literacy, communication (written and verbal) co-ordination, report writing and interpersonal skills. Ability to identify policy gaps in the sector, including the ability to conceptualize new policy themes and initiatives to assist in the Policy and Research work for the Department. Valid Driver's license (requirement).
- DUTIES** : Facilitate the development and implementation of policies, strategies, guidelines, SOP's and any other legislative frameworks in the department. Attending inter-sectoral summits, conferences, and forums. Providing inputs as requested on housing related issues. Plan, organize and host the Gauteng, Policy, Research and Strategy forum. Reporting back on tasks, allocating resources, and identifying required budget for policy development outlined in the annual operational plan. Developing and executing project plans. Provide key administrative and logistical support for critical projects. Provide secretariat support to the Policy Review Committee. Supervise junior staff and administration functions of the unit. Identifying possible partnerships for effective human settlements development and implementation
- ENQUIRIES** : Ms O Seletela at 079 804 3939
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>
- POST 20/178** : **ASSISTANT DIRECTOR: NEEDS RESEARCH REF NO: REFS/014159**
- SALARY** : R382 245 per annum
CENTRE : Johannesburg
REQUIREMENTS : Matric plus National Diploma/NQF level 6 qualification in a Quantitative Numerical discipline- Statistics/Mathematics/Economics or related fields. 3-4 years' experience in research development environment. The ideal candidate must have good command and experience in quantitative research. Statistical analysis skills. Working knowledge or conceptual understanding in critical analysis of human settlements legislation and policies. An understanding of the operations of the housing sector and its challenges in general. Computer literacy, communication (written and verbal) co-ordination, report writing and interpersonal skills. Ability to identify research gaps in the sector, including the ability to conceptualize new research themes and policy initiatives to assist in the Policy and Research work for the Department. Valid Driver's license (requirement).
- DUTIES** : Compiling research reports in line with acceptable research methodologies and quality standards. Conceptualising research themes, undertaking research investigations and analysis, presenting work. Collecting and processing reliable data. Critically analysing and interpreting data to draw clear practical

conclusions for human settlements. Disseminating research findings and information to various stakeholders in the province and sector. Leading in material layout, editing and publication of completed research work. Providing background research and information for defining the research agenda. Ensuring progressive management of the research function within the Directorate. Attending inter-sectoral summits, conferences and forums. Planning, organising and hosting the Gauteng, Policy, Research and Strategy Providing inputs as requested on housing related issues. Reporting back on tasks, allocating resources and identifying required budget for research projects outlined in the annual operational plan. Developing and executing project plans. Providing key administrative and logistical support for critical projects. Identifying possible research funding sources. Identifying possible partnerships for effective human settlements development and implementation

ENQUIRIES : Ms O Seletela at 079 804 3939
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

APPLICATIONS : should be submitted online at <http://professionaljobcentre.gpg.gov.za>, also can apply manually or post to 35 Rissik Street, Surrey House, Johannesburg 2000 using new Z83 form accompanied by a detailed CV.

FOR ATTENTION : Ms. Vivien Khanye

CLOSING DATE : 24 June 2022

NOTE : Certified copies of qualifications and other supporting documents will be required from shortlisted candidates. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 01st January 2021, a new application form which can be downloaded at www.dpsa.gov.za-vacancies. From 01 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered". Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation. The Department reserves the right to withdraw posts if by doing so, the interests of the Department will be best served.

OTHER POSTS

POST 20/179 : **DEPUTY DIRECTOR: LIBRARY SERVICES REF NO: REFS/014146**
 Directorate: Library Services

SALARY : R744 255 per annum, (all-inclusive package)
CENTRE : Johannesburg (Head office)
REQUIREMENTS : The successful candidate should have a Grade 12 certificate plus a 3-year tertiary qualification (National diploma/degree in library science/ information science or relevant qualifications). A minimum of 3-5 years in management. Skills: Organizing own work; Problem solving; Customer care: Good interpersonal relations; Creative thinking; Computer literacy e.g. Micro Soft Office and Internet; Numeracy; Ability to work under pressure; Language proficiency; Communication; Analytical thinking; Managerial; Project management; Strategic planning; Financial management. Knowledge: Library and information science matters; Prescripts and legislations; Procedures and processes; Public Finance Management Act; Public Service Act and Regulations; Other applicable Legislations governing Public Service practices; Departmental strategy; Public Service policy and strategy on library and archive matters; Promotion of access to information Act 2 of 2000(PAIA).

DUTIES : Manage the line function of library services and information resources; Provide the library and information management systems; Facilitate the classification and cataloguing; Monitor the selection and acquisition of library material; Facilitate the provision of reference and information services; Plan the marketing of the library services. Manage the development of library policies and procedures; Conduct research on relevant information; Develop and ensure implementation of policies and procedures; Review and evaluate the outcomes of the policy and procedures; Develop operational plan. Manage human, financial and physical resources.

ENQUIRIES : Ms. Vivien Khanye Tel No: (011) 355 - 2606

- POST 20/180** : **ASSISTANT DIRECTOR: LIBRARY SERVICES REF NO: REFS/014150**
 Directorate: Library Services
- SALARY** : R382 245 per annum, (plus benefits)
- CENTRE** : Johannesburg (Head office)
- REQUIREMENTS** : The successful candidate should have a Grade 12 certificate plus a 3-year tertiary qualification (National diploma/degree in library science/ information science). A minimum of 3 - 5 years in library and knowledge of library management. Skills: organizing, ability to operate computer, problem solving, conflict resolution, project management, policy analysis and development, policy / objectives formulation, budgeting, facilitation, research, analytical thinking, ability to relate different matters which have common denominators, interpersonal relationships. Knowledge: Finance, HR matters, training, compilation of management reports, reporting procedures, research / analyzing, procurement directives and procedures, planning and organizing, computer, how a department functions.
- DUTIES** : Work with municipal library managers. Develop action plans and monitoring mechanism in line with the norms and standards. Conduct monitoring visits to libraries across Gauteng. Support LIS services of local government by assisting them to develop business plans and by attending monthly and quarterly decision-making meeting. Formulate project plans. Reconcile financial expenditure of municipalities. Verify project implementation and expenditure by visiting the respective libraries. Compile monthly, quarterly reports on monitoring findings and make recommendations, supervise staff. Assist in developing policy for monitoring and evaluation and support.
- ENQUIRIES** : Ms. Vivien Khanye Tel No: (011) 355 - 2606