

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

**OTHER POSTS**

- POST 29/235** : **MEDICAL SPECIALIST GRADE 1 REF NO: SBAH 068/2022 (X2 POSTS)**  
Directorate: Anaesthesiology
- SALARY** : R1 122 630 per annum, plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : MBChB & MMed or FCA or equivalent, registration as a specialist with the Health Professions Council of South Africa. Strong leadership, training and organizational skills.
- DUTIES** : The successful candidate will provide clinical services and consultancy work to Steve Biko Academic Hospital as allocated. The incumbent will be responsible for teaching and training of under and post graduate students, including medical interns and medical officers. The candidate will participate in the departmental outreach programmes and research activities.
- ENQUIRIES** : Prof. S Spijkerman Tel No: 012 354 1510
- APPLICATIONS** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver`s license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 26 August 2022
- POST 29/236** : **MEDICAL SPECIALIST GRADE 1-3 REF NO: SBAH 067/2022**  
Directorate: Radiation Oncology
- SALARY** : Grade 1: R1 106 040 per annum, plus benefits  
Grade 2: R1 264 623 per annum, plus benefits  
Grade 3: R1 467 651 per annum, plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : MBChB and Degree in Radiation Oncology, Full Registration with Health Professional`s Council of South African as Radiation Oncologist. Microsoft office (Word, Excel, Power point).
- DUTIES** : The department of Radiation Oncology is based at Steve Biko Academic hospital and affiliated with the University of Pretoria. This is a full time, permanent position for a Consultant Radiation Oncologist at Steve Biko Academic hospital. The candidate should have full registration in Radiation oncology with the Health professional Council of South Africa. Clinical duties including running radiation oncology clinics, radiotherapy planning and treatment, participation in multi-disciplinary team meetings, supervision and training of registrars. Academic participation including participation in research activities, lecturing of undergraduate and post graduate students in medical and affiliated fields. Duties include compulsory overtime and ward cover.
- ENQUIRIES** : Dr. S Bassa No: 012 354 1185
- APPLICATIONS** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver`s license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose

- appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 26 August 2022
- POST 29/237** : **MEDICAL REGISTRAR REF NO: SBAH 069/2022**  
Directorate: Urology
- SALARY** : R833 523 per annum, plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : MBChB Degree. Registered as an Independent Medical Practitioner with HPCSA. Must have primary exams, having intermediates exams is not mandated but will serve as an advantage.
- DUTIES** : Successful candidates will be responsible for the rendering of clinical services, which includes after-hours work (weekdays and weekends). Patient management and full time clinical service provision within the Urology department. Participate in departments academic program and research activities. Ability to work within a team of health care professionals with integrity and respect. Dedicated to patient care and quality health care services. A good track record of fostering teamwork and collaborations with among physicians. Dr. K Mathabe Tel No: 012 354 1513
- ENQUIRIES APPLICATIONS** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver`s license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 26 August 2022
- POST 29/238** : **MEDICAL REGISTRAR REF NO: SBAH 070/2022**  
Directorate: Obstetrics and Gynaecology
- SALARY** : R833 523 per annum, plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : MBChB or equivalent degree. Registration with HPCSA and recent proof of payment.
- DUTIES** : The successful candidate will work in the Department of Obstetrics and Gynaecology and rotate at the hospitals that comprise the Pretoria Academic Complex. These include Kalafong Provincial Tertiary Hospital, Tembisa Hospital and Witbank Hospital. After-hour services are compulsory. The post includes teaching and training of under-graduate students in the department. The successful candidate will be required to participate in the departmental research initiative and in departmental outreach programs.
- ENQUIRIES APPLICATIONS** : Prof. P Soma-Pillay Tel No: 012 354 2366  
 : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver`s license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 26 August 2022
- POST 29/239** : **MEDICAL REGISTRAR REF NO: SBAH 071/2022**  
Directorate: Otorhinolaryngology
- SALARY** : R833 523 per annum, plus benefits

**CENTRE REQUIREMENTS**

Steve Biko Academic Hospital  
MBChB or equivalent. A valid registration with HPCSA as an Independent Medical Practitioner. Patient care, Service Rendering, Teaching, Research, Administration.

**DUTIES**

: Clinical Assessment and Management patients. Participation in all the activities of the Ear, Nose and Throat Department in respect of administration, teaching and research. Liaison, communication and cooperation with other disciplines in the Steve Biko Academic Hospital. Examination and treatment of patients with recognized ENT pathology. Arrange for appropriate and optima treatment and care management. Gather medical/scientific data. Teach medical students, nurses and other health care personnel. Perform necessary tests in OPD ward. Perform professional and Middle management tasks in the department of Ear, Nose and throat. Surgery of a Tertiary Academic Hospital.

**ENQUIRIES APPLICATIONS**

: Prof. M Tshifularo Tel No: (012) 354 2702  
: Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE**

: C The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae. ertified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver`s license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE**

26 August 2022

**POST 29/240**

: **DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: SBAH 0/2022**  
Directorate: Human Resources Management

**SALARY CENTRE REQUIREMENTS**

: R744 255 - R876 705 per annum, plus benefits  
Steve Biko Academic Hospital  
A Grade 12 certificate plus an appropriate degree or national diploma in Human Resources Management, with a minimum of 10 years' relevant experience in Human Resources management of which 5 years must be at a middle management level. The experience must also be as an HR Generalist. A post graduate qualification will be an added advantage. A demonstrable ability to develop, monitor and evaluate HR policies and procedures. The ability to develop, interpret and analyze HR data. Knowledge and understanding of the Public Service Legislative framework; Public Service Act, Public Finance Management Act, etc., and other prescripts that govern Human Resource Management in the Public Services including PSCBC Resolutions and other related bargaining council resolutions. Demonstrable knowledge of the PERSAL system and drawing reports. Computer literate. Good writing and communication skills, Presentation skills. Must have leadership skills; ability to work independently, adhere to strict deadlines and problem-solving skills. Must have the ability to interact with diverse stakeholders. Must have good interpersonal relations and ability to work under pressure. Must knowledge of Quality Assurance in the Public Health and customer care services. Must have competency in Programme and project management. Must have a valid Driver license.

**DUTIES**

: Implement Human Resource policies and strategies and ensure the alignment of the organizational structure to the hospital strategic plan. Develop standard operating procedure in areas of responsibility. Manage human resources information. Monitor and evaluate the implementation of human resources strategies. Render efficient HR administration services including the departmental performance Management of PMDS. Manage appointments, transfers, and terminations. Manage the compensation and conditions of services for staff members. Manage salary administration and remuneration. Management of HRD. Manage HR personnel records. Participate in the development of the institutional HR plan. Monitor and evaluate the quality information captured on PERSAL and other HR Database. Authorize manual and electronic transactions and verify source documents. Maintenance of post establishment on HRM database. Attend to Auditor General Findings, National

		Core Standards/Ideal Hospital Framework for HR, HR Risk Management and compile action plans and their reports.
<b><u>ENQUIRIES</u></b>	:	Mr. JJ Ngcobo Tel No: (012) 354 1843/ 1661
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<b><u>NOTE</u></b>	:	The application <u>must only include</u> a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver`s license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<b><u>CLOSING DATE</u></b>	:	26 August 2022
<b><u>POST 29/241</u></b>	:	<b><u>HEAD OF DEPARTMENT: ACADEMIC PND III REF NO: REFS/014584 (X2 POSTS)</u></b> Directorate: Nursing Education and Training Re-advertisement Post: Candidates who applied previously need to re-apply
<b><u>SALARY</u></b>	:	PND III: R588 390 – R682 098 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Gauteng College of Nursing (Ga-Rankuwa Campus)
<b><u>REQUIREMENTS</u></b>	:	A Grade 12/National Senior Certificate. A Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/ Accoucheur. A Post-basic qualification in: Nursing Education and Nursing Administration registered with SANC. Proof of current registration with SANC. A minimum of 9 years` appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery. A minimum of 5 years, of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the one-year Post-basic qualification in Nursing Education. From the five years, two (2) years must be teaching experience in a post basic environment. A post basic qualification in R.212, R.48 programme. Master`s degree in Nursing or Midwifery. Computer literacy. Valid driver`s licence. Skills and Knowledge: Knowledge of procedures and processes related to basic and post basic programmes, knowledge of relevant Acts and Legislations, Code of ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resource and Finance matters. Sound communication and Leadership skills. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure.
<b><u>DUTIES</u></b>	:	Coordinate the facilitation of teaching and learning in theory. Coordinate Work Integrated Learning (WIL). Collaborate with other stakeholders and build a sound relationship within the Department of Health. Participate in day-to-day management of the Campus. Coordinate scholarly research and community engagement activities. Facilitate budget needs for Academic components of the campus. Provide Academic support to students. Develop, implement, review, and evaluate the curricula of academic programmes.
<b><u>ENQUIRIES</u></b>	:	B Govene (Mr.) Tel No: (063) 504 4734
<b><u>APPLICATIONS</u></b>	:	Please e-mail your applications to <a href="mailto:recruit.garankuwa@gcon.ac.za">recruit.garankuwa@gcon.ac.za</a> . Please quote the post name in the subject line of the e-mail address in order to receive acknowledgement.
<b><u>NOTE</u></b>	:	The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender, and disability. The application <u>must include only</u> completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver`s license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The specific reference must be quoted. Applicants can apply online at <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a> . It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability checks (PSC) - Verification, upon appointment within the Department. This verification

process entails reference checks; identity verification, qualifications verification, criminal record checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance. Incomplete applications or applications received after the closing date will not be considered. 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. No hand delivery, faxed or emailed applications will be accepted. The Department reserves the right not to make an appointment to the advertised post(s). NB: For assistance with online applications, please email your query to e-recruitment@gauteng.gov.za.

**CLOSING DATE**

: 26 August 2026

**POST 29/242**

**OPERATIONAL MANAGER: SPECIALTY - TRAUMA SURGICAL INTENSIVE CARE UNIT REF NO: SBAH 072/2022**

Directorate: Nursing

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: PN-B3: R571 424 per annum, plus benefits  
: Steve Biko Academic Hospital  
: Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma\ degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year Diploma in medical and surgical nursing science Critical care Nursing. A minimum of 9 years appropriate \ recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 5 years of the period referred to above must be appropriate \ recognizable experience after obtaining the one year post basic qualification in Critical care Nursing .Diploma/degree in Nursing Management will be an added advantage .Service certificates are compulsory. South African Nursing Council annual practicing certificate. Strong leadership, good communication and sound interpersonal skills are necessary, Computer literate. Verified proof of experience. A Valid driver's license.

**DUTIES**

: Coordination of optimal, holistic specialized nursing care provided within set standards and a professional \legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth\ethical standards and development of self and subordinate.

**ENQUIRIES**  
**APPLICATIONS**

: Ms. AM Mowayo Tel No: 012 354 1300  
: Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE**

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**CLOSING DATE**

26 August 2022

**POST 29/243**

**RADIOTHERAPY RADIOGRAPHER REF NO: SBAH 073/2022**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: Grade 1: R401 640 per annum, plus benefits  
: Grade 2: R473 112 per annum, plus benefits  
: Grade 3: R557 301 per annum, plus benefits  
: Steve Biko Academic Hospital  
: Brad: Radiotherapy (Hons. Therapy) /Diploma in Radiotherapy. Registration with HPCSA. **Grade 1:** less than 10 years, **Grade 2:** 10-20 years and Grade 3 more than 20 years' experience in radiotherapy. Good knowledge of VMAT and Stereotactic radiotherapy as well as HDR Brachytherapy. Dedicated to profession and patients. Excellent communication skills. Good interpersonal skills. Empathetic. Excellent patient care. Good team worker. Excellent health record. **Grade 2 – 3** radiographers are also expected to take responsibility in

- their area of duty. Have excellent supervisory and leadership skills, show problem solving skills and show initiative.
- DUTIES** : Responsible for accurate delivery of radiation treatment to patients with neoplasms, including brachytherapy. Assist in localization and treatment planning. Physical and emotional support of patients and family. Daily and weekly QA. Manage and organize area of work. Administration duties e.g. organization of appointments and statistics. Assist students during clinical work to develop radiography skills. Treat emergency patients after hours. Attend and participate in continuous professional development program. Grade 2 – 3 Radiographers are expected to also conduct PMDS evaluations of subordinates as well as handle discipline and conflict management in their work areas. Assist in the overall management of the department in the manager's absence.
- ENQUIRIES** : Ms. P Pillay Tel No: 012 354 2309
- APPLICATIONS** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
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- CLOSING DATE** : 26 August 2022
- POST 29/244** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: SBAH 0/2022**  
Directorate: Human Resources Management
- SALARY** : R382 245 - R450 255 per annum, plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : An appropriate degree or diploma in Human Resources with a minimum of 5 years Human Resource experience on a supervisory level. Proven managerial experience. Knowledge and understanding of Public Service legislative framework. Extensive knowledge and experience of the PERSAL system and Human Resource Administration processes. Computer literate (MS Word, MS Excel, and PowerPoint. Knowledge of the Public Service Act, Public Finance Management Act, Labour Relations Act, Skills Development Act, and other Legislative Prescripts that govern Human Resource Management. Good written and advanced communication skills. Must have leadership, planning, organizing and problem- solving and conflict management skills. Must be able to manage and lead a team. Ability to multitask and prioritize. Ability to work in a high volume and highly pressurized environment.
- DUTIES** : Lead and manage the Human Resource teams. Manage HR budget. Implement and interpret policies, directives, and guidelines. Implement and maintain sound quality management systems, including applicable legislations, policies, good practice, and standards. Manage Recruitment & Selection processes. Provide training, guidance and support to HR staff and line managers. Approve and qualify all mandates and transactions related to appointments, transfers, terminations, salary administration and management of condition of service etc. Manage OSD appointments, grade progressions for OSD and non OSD. Ensure that PERSAL related transactions and mandates forwarded Gauteng Department of Finance (GDF) are captured correctly. Manage staff establishment and post filling. Draw up a post filling plan. Implement Policy and procedures on Incapacity leave and Ill- Health Retirement (PILIR). Provide strategic and operational support to staff and line managers. Manage the Performance Management and Development System (PMDS) and the implementation thereof. Manage Labour Relations unit and Training unit. Compile and submit reports or any other HR related submissions. Manage audit queries. Manage and implement RWOPS/ORW, Declaration of Financial Disclosures/e-Disclosures. Monitor overtime and capturing of the authorization for overtime. Manage leave and work attendance by staff. Ensure that leaves are correctly captured on PERSAL. Collect specimen signatures. Management of payroll (ESS & Manual). Implement effective Human

Resources and general administrative management within the unit. Serve on relevant statutory committees as required. Develop and implement relevant strategic and Operational Plans with monitoring and evaluations to achieve Hospital Objectives. Prepare and submit consolidated monthly, quarterly and annual reports to the Manager HRM. Maintain ethical and professional conduct.

**ENQUIRIES** : Mr. JJ Ngcobo Tel No: (012) 354 1843/ 1661  
**APPLICATIONS** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 26 August 2022

**POST 29/245** : **ASSISTANT DIRECTOR REF NO: REFS/014571**  
Directorate: Information Management Unit

**SALARY** : R382 245 per annum, (plus benefits)  
**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital  
**REQUIREMENTS** : Matric and appropriate three (3) year National Diploma or Degree from a recognized SAQA accredited tertiary institution in Public Administration, Monitoring and Evaluation and/ or Public Health or equivalent. Minimum of 5-10 years' experience in a related health facility information management environment. 3 years in supervisory role. The following will be an advantage: Post qualification in Monitoring and Evaluation. Experience in quality improvement, implementation of quality methodology for monitoring and evaluation. Knowledge of the District Health Information System (DHIS). Biostatic or other analytical tools. Computer skills and driver's license is essential. Knowledge and Skills: sound interpersonal relations, project planning skills, ability to prepare reports. Good communication skills both verbal and written. Must be computer literate. Understanding and knowledge of communication, Problem-Solving Skills, Organizing, Planning, Numerical and Analytical Skills. Strong sense of commitment. Excellent project management skills. Results driven and ability to work under pressure and meet deadlines. Computer Literacy with knowledge of MS Office software: MS Excel (Intermediate-Advanced), MS Word and MS PowerPoint. Experience with Medicom or PAAB patient administration systems, TIER.NET, DATCOV and WebDhIS. Understanding of environment related Acts/Policies and Frameworks: PFMA; Treasury Regulations, DHMIS Policy, and Framework for Managing Programme Performance Information and the Division of Revenue Act (DoRA) including National Tertiary Services Grant (NTSG).

**DUTIES** : Assist in establishing and improving mechanisms, policies and procedures for CMJAH's institutional programme on performance information management and reporting in line with the existing legislative framework/s. Provide support to the business units on the utilization of reporting framework/ tools as well as interpretation of departmental reporting requirements. Compile and submit NTSG, TIER.NET, DHIS reports. Align reporting to strategic plans, business plans, operational plans and annual performance plans. Develop sub-directorate or sub-speciality departmental operational plans. Collect, verify and consolidate data from business units in line with the Departmental Annual Performance Plan, Business plans, Operational Plans and any other Departmental Planning documents and in line with weekly, monthly, quarterly and annual monitoring and evaluation commitments. Ensure the accuracy, validity and completeness of reported performance information. Analyse and interpret data obtained from various in-facility sources and convert it to meaningful information products for managers and end-users. Compilation of monthly and quarterly reports, reflecting progress on key Departmental outcome indicators, for submission to various stakeholders. Co-ordinate and manage monthly data interrogation committee meetings, develop and arrange training schedule related to all health information management tools,

procedures and policies within the institution. Timeously respond to audit queries and any other enquiries on performance information. Maintain the credibility of performance information. Gather and maintain the Portfolio of Evidence for reported performance. Strict adherence to departmental/stakeholder reporting deadlines. Oversee and ensure optimal Information Management Unit-HR activities, including staff performance in line with job descriptions and PMDS monitoring.

- ENQUIRIES APPLICATIONS** : E-Mail: [Tshegofatso.Maimela@gauteng.gov.za](mailto:Tshegofatso.Maimela@gauteng.gov.za)  
: Applications should be submitted strictly online at the following E-Recruitment portal: <http://professionaljobcenter.gpg.gov.za>. No hand-delivered, faxed or emailed applications will be accepted. For assistance with online applications please email your query to [e-recruitment@gauteng.gov.za](mailto:e-recruitment@gauteng.gov.za).
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za](http://www.dpsa.gov.za) and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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** : 22 August 2022
- POST 29/246** : **MEDICAL BIOLOGICAL SCIENTIST OR CLINICAL TECHNOLOGIST REF NO: SBAH 074/2022**  
Directorate: Reproductive Biology
- SALARY CENTRE REQUIREMENTS** : R322 746 per annum, plus benefits  
: Steve Biko Academic Hospital  
: BSc honors in a relevant field (Reproductive Biology/Physiology/Cell Biology) or B-Tech (Reproductive Biology). Current Independent practice registration at the HPCSA as Medical Biological Scientist or Clinical Technologist, in the category Reproductive Biology. Skilled in basic theoretical and practical aspects of Assisted Reproductive Technology laboratory procedures including semen processing, embryo culture, micromanipulation and cryopreservation techniques.
- DUTIES** : Demonstrate a working knowledge in the field of human Assisted Reproductive Technology (ART), including Embryology and Andrology. The candidate will be expected to partake in procedures including (i) Andrology services (semen analyses, sperm processing and decontamination), (ii) human embryo culture (conventional culture and time-lapse culture, micromanipulation, double witnessing), database use and upkeep (including SARA/ANARA); (iii) assist in the practical and theoretical training of Assisted Reproduction interns according to HPCSA regulations and (iv) meet milestone targets, with detailed attention to time management and multi-tasking.
- ENQUIRIES APPLICATIONS** : Prof. C Huyser Tel No: 012 354 2067/ 2208  
: Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 26 August 2022



**POST 29/247** : **CLINICAL TECHNOLOGIST REF NO: REFS/014599**  
 Directorate: Pulmonology

**SALARY** : Grade 1: R322 746 per annum  
**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital  
**REQUIREMENTS** : Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa as a Clinical Technologist or registered as a Pulmonology Clinical Technologist. No experience required after registration with the HPCSA in the Clinical Technologist profession in respect of RSA qualified employees who performed community service as required in South Africa. 1-year relevant experience after registration with HPCSA in the Clinical Technologist profession in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa.

**DUTIES** : To perform/provide a professional clinical technology service in a Pulmonology department. To support and confirm diagnostic, therapeutic and corrective procedures on patients using specialized equipment and techniques for the treatment and or interpretation of a diagnosis of abnormalities and diseases.

**ENQUIRIES** : Dr. A.G. Oberholster Tel No: 011 488 3844  
**APPLICATIONS** : Applications should be submitted strictly on a (PDF Format only) to the following email-address [Medicalhr.Cmjah@gauteng.gov.za](mailto:Medicalhr.Cmjah@gauteng.gov.za). Please use the reference as subject.

**NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za](http://www.dpsa.gov.za) and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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** : 22 August 2022

**POST 29/248** : **ADMINISTRATION OFFICER (PERSONAL ASSISTANT) REF NO: REFS/014577**  
 Directorate: Clinical Services

**SALARY** : R261 372 per annum, (plus benefits)  
**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital  
**REQUIREMENTS** : Grade 12 or equivalent, Grade 10 or equivalent and a National Diploma or Degree from a recognized SAQA accredited tertiary institution in Administration/ Office Management/ Public Administration or related field. 3-5 years of secretarial experience at a management level. Knowledge and Skills: Knowledge of a variety of work procedures such as: Finance, HR Matters, Training, Telephone etiquette, Planning and organizing. Procurement directives and procedures, Computer, Provisioning Administration procedures. Mathematics, Ability to operate computers, ability to interpret directives, interpersonal relationship, formulating and editing, problem solving, maintaining discipline, conflict resolution, typing. Report writing Skills, Analytical Skills. Computer Literacy with knowledge of MS Office Software: MS Excel MS Word and MS PowerPoint. Excellent Communication Skills.

**DUTIES** : Provide secretarial and administrative support services to the Clinical Director's office. This will, inter alia entail the following: Establish and maintain efficient administrative systems for work coordination. Office management, electronic diary management, Screen correspondence and telephone calls. Receive and direct correspondence to relevant managers or departments. Organize and plan logistics for meetings, take minutes and ensure proper record keeping. Ensure strategic decisions taken in meetings are auctioned timeously. Collate all relevant documents to ensure the Clinical Director is prepared for meetings.

Organize refreshments for visitors and other stakeholders that may engage with the office. Drafts routine correspondence and reports as required. Supervision of Clinical Managers secretaries. Create and maintain an appropriate filing system using the approved departmental file plan. Operates office equipment like computers, photocopiers, etc. Handle the procurement of standard items like stationary, refreshments etc. and understanding of cost containment. Coordinate and administer research enquiries and approval letters. Keep and maintain the Medical Equipment data base. Remain abreast with the procedures and processes that apply in the office of the Clinical Director by studying the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.

**ENQUIRIES  
APPLICATIONS**

: Dr J. Punwasi Tel No: 011 488 4777  
 : Applications should be submitted strictly online at the following E-Recruitment portal: <http://professionaljobcenter.gpg.gov.za>. No hand-delivered, faxed or emailed applications will be accepted. For assistance with online applications please email your query to [e-recruitment@gauteng.gov.za](mailto:e-recruitment@gauteng.gov.za).

**NOTE**

: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za](http://www.dpsa.gov.za) and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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**

: 22 August 2022

**POST 29/249**

: **ADMINISTRATION OFFICER REF NO: REFS/014574**  
 Directorate: Information Management Unit

**SALARY  
CENTRE  
REQUIREMENTS**

: R261 372 per annum, (plus benefits)  
 : Charlotte Maxeke Johannesburg Academic Hospital  
 : Grade 12 or equivalent, Grade 10 or equivalent and a National Diploma or Degree from a recognized SAQA accredited tertiary institution in Information Technology Management Information Systems Statistics /Computer Science or related equivalent qualification. Minimum of 2-3 years' experience in a related health facility information management environment. Computer skills and driver's licence are essential. Knowledge and Skills: Knowledge of a variety of work procedures such as: Finance, HR Matters, Training, Telephone etiquette, Planning and organising. Procurement directives and procedures, Statistics, Computer, Provisioning Administration procedures. Mathematics, Ability to operate computers, ability to interpret directives, interpersonal relationship, formulating and editing, problem solving, maintaining discipline, conflict resolution, typing. Report writing Skills, Analytical Skills. Strong sense of commitment, Computer Literacy with knowledge of MS Office Software: MS Excel (Intermediate), MS Word and MS PowerPoint. In depth knowledge and technical skills in Information Health System and Data Management. Communication. The following will be an added advantage: Experience with Medicom or PAAB patient administration systems, TIER.NET, DATCOV AND WebDhIS. Ability and skill to compile presentation and /or graphic presentation of facility health information/statistics. Ability to work under pressure and meet reporting deadlines. Understanding of environment related Acts/ Policies AND Frameworks: DHMIS Policy; Framework for Managing Programme Performance Information and the Division of Revenue Act (DoRA), including National Tertiary Services Grant (NTSG).

**DUTIES**

: Co-ordinate the collection of quality routine and non-routine facility data and the maintenance of Institutional Health and Management Information Databases. Ensure the maintenance and security of DATCOV, DHIS, TB/HIV

Information systems. Supervise and liaise with patient administration to ensuring that data capturers capture correctly and timeously all health information as per collection tools and various other health information. Oversee optimal information management system performance and reduced down-time, through engagement with ward clerks, ICT and case managers. Ensure validation, completeness and integrity of all facility health information data. Compiling and presentation of facilities monthly clinical statistical reports and information to promote health information use. Presentation of facility health information at the monthly Data Interrogation Committee meeting. Ensuring that quarterly reports are compiled, captured and submitted timeously to the next level inclusive of surveys. Improving provision of accurate and complete data through staff trainings on data management processes/ Standard Operating Procedures/Policies. Conduct validation and verification audits on collected health information to ensure quality of data. Providing advice toward operational managers and clinical heads of departments regarding information technology and systems related needs e.g., completion of standardised collection tools and use of face value registers and I.T. Policy related issues. Address Auditor General Findings on predetermined objectives and develop improvements plans. Ensure the effectiveness, efficient and economical management of allocated resources of the Information Management Unit. Oversee and ensure optimal Information Management Unit HR activities, including staff performance in line with job descriptions and PMDS monitoring.

- ENQUIRIES** : E-Mail: [Tshegofatso.Maimela@gauteng.gov.za](mailto:Tshegofatso.Maimela@gauteng.gov.za)
- APPLICATIONS** : Applications should be submitted strictly online at the following E-Recruitment portal: <http://professionaljobcenter.gpg.gov.za>. No hand-delivered, faxed or emailed applications will be accepted. For assistance with online applications please email your query to [e-recruitment@gauteng.gov.za](mailto:e-recruitment@gauteng.gov.za).
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za](http://www.dpsa.gov.za) and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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** : 22 August 2022
- POST 29/250** : **HUMAN RESOURCE OFFICER (LABOUR RELATIONS) REF NO: REFS/014575**  
Directorate: Human Resource Department
- SALARY** : R261 372 per annum, (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Qualifications & Experience: Grade 10 or equivalent with more than 10 years' relevant experience of Grade 12 or equivalent with 3 to 5 years' experience or a relevant Diploma or Degree from a recognized SAQA accredited tertiary institution in Human Resource (Labour Relations) with a maximum of 2 years' relevant experience. Valid Driver's License. Knowledge: Sound knowledge of Human Resource Management with emphasis on Staff Relations in-depth knowledge of Legislative Prescripts, Computer Literacy - Ms. Office (Word, Excel, Outlook & PowerPoint), PERSAL system, a range of work procedures such as Finance, HR matters, Safety, Labour matters. Administration procedures relating to specific working environment including norms and standards. Reporting procedures, procurement directives and procedures. Skills: Planning and organising, Sound analytical thinking, good interpersonal relations, problem solving and decision-making. Mathematics, relationship and maintaining discipline. Formulation and editing, conflict resolution, research

- and Competencies Required. Good verbal communication and report writing skills. Competences Required. Good verbal communication and report writing skills.
- DUTIES** : Key Performance Areas amongst others; Investigate allegations of misconduct and grievance cases. Write misconduct and grievance reports. Be able to draft charge sheets, prepare witnesses and represent the employer in disciplinary and grievance hearings. Advise management on labour relations issues. Analyse trends on misconduct, grievances and provide training. Identify labour relations training needs for managers, supervisors and employees in the department and provide training. Maintain and promote sound labour peace within the institution. Facilitate bilateral and multilateral meetings between management and organized labour. Assist head office with preparation of disputes cases. Prepare and submit accurate statistics reports to management.
- ENQUIRIES** : Mr. SM Mpyana Tel No: 011 488 4426/4657
- APPLICATIONS** : Applications should be submitted strictly online at the following E-Recruitment portal: <http://professionaljobcenter.gpg.gov.za>. No hand-delivered, faxed or emailed applications will be accepted. For assistance with online applications please email your query to [e-recruitment@gauteng.gov.za](mailto:e-recruitment@gauteng.gov.za).
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za](http://www.dpsa.gov.za) and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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** : 22 August 2022
- POST 29/251** : **DATA TECHNOLOGIST REF NO: REFS/014578**  
Directorate: ICT
- SALARY** : R261 372 per annum, (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Grade 12 or equivalent, Grade 10 or equivalent and a National Diploma or Degree from a recognized SAQA accredited tertiary institution in Information Technology, /Computer Science or related equivalent qualification. Knowledge and Skills: Knowledge of a variety of work procedures such as: Finance, HR Matters, Training, Telephone etiquette, Planning and organising. Procurement directives and procedures, Statistics, Computer, Stores, Provisioning Administration. Procedures. Knowledge and Skills: Mathematics, Organizing, Ability to operate computers, ability to interpret directives, interpersonal relationship, formulating and editing, problem solving, maintaining discipline, conflict resolution, typing. The following will be an added advantage: Microsoft certifications, CISCO, CCNA, A+, N+. 2-3 years functional experience in ICT environment\desktop support. Knowledge of operating systems, network connection technologies, Active Directory and government systems (MEDICOM, BAS, PERSAL, ESS, etc). Strong communication and report writing skills. Must have sound verbal and written communication skills. Must be able to work under pressure and to take initiative. Ability to work independently and in a team. Ability to organize and plan. Must be self-motivated. Knowledge and application of the Batho Pele Principles.
- DUTIES** : The successful candidate will be responsible for providing ICT end-user desktop and system support. Attend and resolve calls logged through the service desk and escalate the calls not resolved accordingly. Provide network troubleshooting and support (LAN, WAN, Wireless). Provide support to peripheral devices such as desktop computers, multifunction and high-volume network printers, and IP phones. Install and support software and applications (Microsoft 0365 environment). Keep abreast with ICT Information systems,

changes and updates. Escalate warranty repairs for peripherals to appropriate vendors. Support and provide guidance to clients. Ensure all computer assets are accounted for and asset register is updated timeously.

**ENQUIRIES  
APPLICATIONS**

: Mr P. Mkhize Tel No: 011 488 4996  
: Applications should be submitted strictly online at the following E-Recruitment portal: <http://professionaljobcenter.gpg.gov.za>. No hand-delivered, faxed or emailed applications will be accepted. For assistance with online applications please email your query to [e-recruitment@gauteng.gov.za](mailto:e-recruitment@gauteng.gov.za).

**NOTE**

: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za](http://www.dpsa.gov.za) and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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**

: 22 August 2022

**POST 29/252**

: **MATERIAL RECORDING CLERK REF NO: REFS/014579**  
Directorate: Supply Chain Management

**SALARY  
CENTRE  
REQUIREMENTS**

: R261 372 per annum, (plus benefits)  
: Charlotte Maxeke Johannesburg Academic Hospital  
: Grade 10 or equivalent, Grade 12 or equivalent with a minimum of 3-5 years' experience or National Diploma or Degree from a recognized SAQA accredited tertiary institution with a minimum of 12-18 months experience in government Supply Chain Management. A range of work procedures such as Finance, HR matters, Safety, Training, and Stores. Administration procedures relating to working environment including norms and standards, planning and organizing, reporting procedures, procurement directives and procedures. Knowledge and Skills: Mathematics, Organizing, Ability to operate computer (both hardware and software), basic interpersonal relationship problem solving, maintaining discipline, formulating and editing, conflict resolution, research, analytical thinking. The following will be an added advantage: It is imperative that the applicant demonstrates strength understanding of processes in Transit (Web cycle clearing & expediting functions) as well as inventory management. In addition, candidate must be computer literate with better understanding of Ms. Packages and or programs such as Ms PowerPoint, Teams, Excel and Word and knowledge of SAP system. Competencies: In depth knowledge and understanding of Supply chain Management processes, relevant prescripts, regulations and policies. Candidate to portray good leadership skills, report writing, presentation and any other relevant management qualities and or skills.

**DUTIES**

: Manage and utilize human resources in accordance with HR directives and legislation within the designated sections. Manage and supervise functions and functionaries within Transit and Web cycle space. Manage the exception reports within Transit section (Commitment's report and Web cycle report) including supervision of the 0-9 file functionaries. Support and or assist the inventory management as and when the need arises. Provide customer care service to both internal and external clients of queries related to the functions within the designated sections and in relevance to SCM process in general. Compile and or submit report in line with duties/ functions they are responsible for.

**ENQUIRIES  
APPLICATIONS**

: Mr S.T. Lefawane Tel No: 011 488 3082  
: Applications should be submitted strictly online at the following E-Recruitment portal: <http://professionaljobcenter.gpg.gov.za>. No hand-delivered, faxed or emailed applications will be accepted. For assistance with online applications please email your query to [e-recruitment@gauteng.gov.za](mailto:e-recruitment@gauteng.gov.za).

- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za](http://www.dpsa.gov.za) and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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** : 22 August 2022
- POST 29/253** : **PROFESSIONAL NURSE GRADE 1 REF NO: EHD2022/08/01**  
Directorate: Primary Health Care (School Health)  
(2 Months Contract)
- SALARY CENTRE REQUIREMENTS** : R260 760 per annum  
: Ekurhuleni Health District  
: Basic R425 qualification (i.e., diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife/Accoucheur. Registration with the SANC as Professional Nurse and proof of current registration. Grade 1: less than 10 years relevant experience as a Professional Nurse after registration with SANC.
- DUTIES** : Provision of health education to learners and parents about the importance of immunizations. Conducting health screening of learners according to the Integrated School Health Policy (ISHP). Provision of School Based Immunization (HPV, Tetanus Toxoid) and deworming of learners. Recording and capturing of all the immunized grade 5 girls and other learners.
- ENQUIRIES APPLICATIONS** : Ms K.R. Monyanyedi. Tel No: (011) 876 1810  
: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za](http://www.dpsa.gov.za). Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 22 August 2022
- POST 29/254** : **OCCUPATIONAL THERAPY TECHNICIAN GRADE1 – GRADE 2 REF NO: EHD2022/08/02 (X1 POST)**  
Directorate: Mental Health Services
- SALARY** : Grade 1: R213 726 - R244 374 per annum, (plus benefits)

<b><u>CENTRE REQUIREMENTS</u></b>	<p>Grade 2: R251 754 – R305 520 per annum, (plus benefits)</p> <p>Ekurhuleni Health District</p> <p>Appropriate qualification that allows registration with Health Professional Council of South Africa (HPCSA) as Occupational Therapy Technician. HPCSA registration certificate and current proof of registration with HPCSA as an Occupational Therapy Technician. Valid driver's license is essential. Experience in community service mental health OT services will be an advantage. Knowledge of mental health legislations and related legal and ethical practices, PFMA and Public service Act and Regulations. Good communication, interpersonal, problem-solving skills, financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making. Knowledge of various physical conditions and their impact on function, experience in running psychosocial groups, problem-solving capacities, and seating (intermediate and advance recommended). Computer Literacy is essential.</p>
<b><u>DUTIES</u></b>	<p>Provision of Occupational Therapy service to all users, as well as designated outreach areas per schedule to comply with the Norms and standards of the Department. Work within multidisciplinary team. Assessment for issuing of assistive devices. Conduct assessment audits to all licensed NGOs quarterly. Ability to identify training needs then train NGO managers and care givers. Participate in health promotion, disability awareness campaigns as per health calendar. Administration submission of monthly statistics, records of assessments and escalate to management early, attends meetings and give feedback. Ability to collaborate with other stake holders in the community.</p>
<b><u>ENQUIRIES APPLICATIONS</u></b>	<p>Ms B. Moleofane Tel No: (011) 876 - 1717</p> <p>Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.</p>
<b><u>NOTE</u></b>	<p>No S&amp;T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a>. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.</p>
<b><u>CLOSING DATE</u></b>	<p>22 August 2022</p>
<b><u>POST 29/255</u></b>	<p><b><u>OCCUPATIONAL THERAPY TECHNICIAN GRADE 1 – GRADE 2 REF NO: EHD2022/08/03 (X1 POST)</u></b></p> <p>Directorate: Therapeutic Services</p>
<b><u>SALARY</u></b>	<p>Grade 1: R213 726 - R244 374 per annum, (plus benefits)</p> <p>Grade 2: R251 754 – R305 520 per annum, (plus benefits)</p>
<b><u>CENTRE REQUIREMENTS</u></b>	<p>Ekurhuleni Health District</p> <p>Appropriate qualification that allows registration with Health Professional Council of South Africa (HPCSA) as Occupational Therapy Technician. HPCSA registration certificate and current proof of registration with HPCSA as an Occupational Therapy Technician. Valid driver's license is essential. Knowledge in community-based Rehabilitation (CBR) and Primary Health care services. Ability to be able to work within a multidisciplinary team approach. Problem solving skills, innovative skills, good communication skills and report writing skills.</p>

- DUTIES** : Do outreach to the surrounding clinics in responsibility (based team). Conduct home visits where required. Plan and conduct a group exercise class and Task Centered Groups. Assess and treat patients who require Occupational Therapy treatment according to scope of practice. Demonstrate ability to conduct and participate in health promotion, prevention, curative, and rehabilitation disability awareness. Issue assistive devices (as per occupational therapy needs identified). Submit detailed individual monthly report and daily stats using the daily tick registers within the set time lines. Do outreach to the surrounding NGO's and screening for ECI (Early childhood intervention). Participate in continuous professional development activities (compulsory). Establish support groups and run projects as identified with multidisciplinary team members. Attend and participate in OT monthly professional meetings.
- ENQUIRIES** : Ms A. Tshivhase / Mr G. Mavimbela Tel No: (011) 876 - 1776
- APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za](http://www.dpsa.gov.za). Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 22 August 2022
- POST 29/256** : **ADMINISTRATION CLERK REF NO: REFS/014600**  
Directorate: Quality Assurance
- SALARY** : R176 310 per annum, plus benefits
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Grade 10 or equivalent or a Grade 12 or equivalent and a Computer Certificate. Knowledge: A range of work procedures such as data capturing, administration procedures relating to working environment including norms and standards, planning and organizing, reporting procedures, ability to conduct basic research, data and information gathering, procurement directives and procedures. Skills: Mathematics, Organizing, Administration, Computer Literacy: (MS Suit), Office Organization, people skills, general and electronic filing. Ability to handle stressful environment, conflict management, basic interpersonal relationship and problem solving, maintaining discipline, formulating and editing. The following will be an added advantage: A minimum of one (1) year experience in office management.
- DUTIES** : Manage administration functions of the quality assurance office: manage all incoming and outgoing correspondence: arranging meetings and appointments, take minutes of meetings etc. Use Computer skills for filing, statistics and database. General typing, making photocopies, ordering and maintaining stationery and equipment. Organizational storing paper, documents and computer information.
- ENQUIRIES** : MS M. Mthezula-Kganakga Tel No: 011 488 4600
- APPLICATIONS** : Applications should be submitted strictly online at the following E-Recruitment portal: <http://professionaljobcenter.gpg.gov.za>. No hand-delivered, faxed or emailed applications will be accepted. For assistance with online applications please email your query to [e-recruitment@gauteng.gov.za](mailto:e-recruitment@gauteng.gov.za).
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at



[www.dpsa.gov.za](http://www.dpsa.gov.za) and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. 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** : 22 August 2022
- POST 29/257** : **DESKTOP TECHNICIAN (ICT AND ASSET) RFE NO: REFS/014585**  
Directorate: Information and Communication Technology
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05), (plus benefits)  
: Gauteng College of nursing (Ga-Rankuwa Campus)  
: Grade 12 or equivalent certificate. Degree/ National Diploma in information Communication Technology or related qualifications. Knowledge and experience in Desktop, LAN, and WAN support. Knowledge of system such as BAS, PERSAL, SAP, SRM and Microsoft package. MCSA or MCSE will be an advantage. Computer skills, Word and Excel. Communication skills and application of Batho Pele principles. Valid Driver's license.
- DUTIES** : Manage, install, configure, upgrade operating systems and software. Using standard business and administrative packages. Install, assemble, configure computers, monitors, network infrastructure and peripherals, such as cables and printers. Help in maintaining departmental LAN. Act as a technical resource in assisting users to resolve problems with equipment and data. Analyse and monitor the ICT connectivity environment. Advise on technical changes in the ICT environment. Help Manage overall ICT systems security and disaster. Liaise between management and users. Anticipate and manage ICT risks e.g., virus threats, power outages, leakage of information, etc. Help Manage and maintain all ICT equipment. Provide first line technical support and maintain WAN / LAN and desktop for all users. Minimize service disruption by operating, supporting, and maintaining day to day operational issues. Attend to user complain. Record keeping, Manage telecommunications / telephone management system. Maintenance and administration of campus assets. Safeguard and control of campus assets. Participate in college and campus committees, task groups, projects, activities, and meetings. Participate in activities that will promote the institutional ICT integrity e.g., Adhere to the Code of Conduct. Perform any other duties delegated by supervisor.
- ENQUIRIES APPLICATIONS** : B Govene (Mr.) Tel No: (063) 504 4734  
: Please e-mail your applications to [recruit.garankuwa@gcon.ac.za](mailto:recruit.garankuwa@gcon.ac.za). Please quote the post name in the subject line of the e-mail address in order to receive acknowledgement.
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender, and disability. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The specific reference must be quoted. Applicants can apply online at <http://professionaljobcentre.gpg.gov.za>. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability checks (PSC) - Verification, upon appointment within the Department. This verification process entails reference checks; identity verification, qualifications verification, criminal record checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance. Incomplete applications or applications received after the

closing date will not be considered. 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. No hand delivery, faxed or emailed applications will be accepted. The Department reserves the right not to make an appointment to the advertised post(s). NB: For assistance with online applications, please email your query to [e-recruitment@gauteng.gov.za](mailto:e-recruitment@gauteng.gov.za).

- CLOSING DATE** : 26 August 2026
- POST 29/258** : **MEDICAL BIOLOGICAL SCIENTIST INTERN (LEVEL 3 TWO STUDENT POST) REF NO: SBAH 075/2022**  
Directorate: Reproductive Biology
- SALARY** : R124 434 per annum, plus benefits  
**CENTRE** : Steve Biko Academic Hospital  
**REQUIREMENTS** : Grade 12. BSc honors in a relevant field (Reproductive Biology/Physiology/Cell Biology) Registration at the HPCSA as an intern Medical Biological Scientist in the category Reproductive Biology.
- DUTIES** : Undertake practical and theoretical training for 24 months according to the Reproductive Biology registered HPCSA curriculum, to achieve Independent practice registration at the HPCSA as a Medical Biological Scientist. Compile a Portfolio of Evidence consisting of case studies, assignments, presentations and a research project. Assisted Reproductive procedures will be observed, practiced and performed under supervision.
- ENQUIRIES** : Prof. C Huyser Tel No: 012 354 2067/ 2208  
**APPLICATIONS** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : C The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 26 August 2022

#### **DEPARTMENT OF ROADS AND TRANSPORT**

- APPLICATIONS** : Applications must be forwarded to Life Centre Building, 45 Commissioner Street, Marshalltown, Johannesburg, 2107 or posted to P.O Box X83, Marshalltown, 2107 or submitted electronically through <https://professionaljobcentre.gpg.gov.za/>. The Z83 is also compulsory for online applications. Applications received after the closing date will be disqualified. Errors and omissions will be rectified. The Department reserves the right not to fill the position.
- CLOSING DATE** : 26 August 2022
- NOTE** : All shortlisted candidates will be subject to pre-employment screening (vetting). Preference will be given to women and Persons with disabilities. Applicants must utilize the new/ most recent Z83 application for employment form (compulsory) obtainable from [www.dpsa.gov.za](http://www.dpsa.gov.za) (effective from 01 January 2022), all fields in Part A to D of the Z83 form must be completed; and Part E to G noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae (CV) of see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. The questions related to conditions that prevent re-appointment under Part F must be answered. Declaration must be completed and signed. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae.

## OTHER POSTS

- POST 29/259** : **DEPUTY DIRECTOR: OPERATIONS REF NO: REFS/014597 (X1 POST)**  
Branch: Transport Services
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : An appropriate recognized tertiary qualification or equivalent NQF level 6/7 qualification in Public Administration or relevant to Transport environment with 5 years' relevant experience at an Assistant Director level. Knowledge and understanding of e-Natis, Public Finance Management Act, Supply Chain Management Regulations, Public Service Act and its regulations. Administration procedures relating to the DLTC environment including norms and standard. Knowledge of National Road Traffic Act and it's Regulations. Computer literacy, communication (verbal and written), planning and organizing. A valid Code EB or B Driver's license.
- DUTIES** : Provide inputs into the compilation and administration of the annual budget. Identify and develop projects and initiatives to improve business processes and procedures. Create and build partnerships with various stakeholders. Assist with resolution of complaints and concerns by staff and members of the public. Ensure compliance with all audit requirements and recommendations. Submit input/s into the compilation of reports. Ensure filling of vacant positions within set timeframes to ensure complete structure at all levels within the Directorate. Manage compliance and implementation of National Road Transport Act at the Provincial Driver's License Testing Centres.
- ENQUIRIES** : Mr. N. Mooi Tel No: Mooi 0646421035 / Mr. B. Mabeba Tel No: (011) 355 - 9039
- POST 29/260** : **DEPUTY DIRECTOR: PROJECTS REF NO: REFS/014598 (X1 POST)**  
Branch: Transport Services
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A recognized 3-year Diploma or 4-year Degree (NQF level 6/7) in Transport Management, Logistics Management, Compliance/Planning, Transport Economics or equivalent and Public Administration and Management will be an added advantage. At least 3-5 years at an Assistant Director level in Public Transport Management and understanding of Project Management and the National Land Transport Information System (NLTIS). A sound knowledge of government policies. Experience in and exposure to the Public Transport sector as well as stakeholder management. Excellent Project Management. Communication (written & verbal) skills. Computer literacy (MS Excel, Word, Project & Power point) are essential. The incumbent must be willing and able to work under pressure. A valid driver's license is essential.
- DUTIES** : The Incumbent will maintain and sustain the National Land Transport Information System (NLTIS) and records management of Public Transport modes. Associations, members/ operators and routes. Assess and oversee applications and capturing of Public Transport Operators and Associations. Liaise with National Department of Transport, Provinces and Municipalities regarding registration processes. To ensure the implementation of the National Land Transport Act no 5 of 2009 and the Provincial Land Transport Policy. To manage all regional office information and accurately manage reports from the database Registration and Administration System (RAS) register. Manage and oversee the correctness of the Registration Processes. Ensure legal compliance to the NLTA. Prepare Monthly and Quarterly reports and draft Annual performance plans.
- ENQUIRIES** : Mr. P. Dhlamini Tel No: (011) 355 7340