

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

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| <u>POST 31/330</u> | : | <u>HEAD OF CLINICAL UNIT/SNR LECTURER/ADJUNCT PROFESSOR/ASSOCIATE PROFESSOR/PROFESSOR REF NO: REFS/014639</u> Directorate: Family Medicine |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R1 754 739 - R1 862 412 per annum, (all-inclusive package) Tembisa Provincial Tertiary Hospital Basic Medical Degree (MBCHB or Equivalent). An appropriate qualification in Family Medicine, and evidence of submission of Mmed or other University accredited masters research (Family Medicine) is required. Proof of current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Family Medicine (Independent Practice). A minimum of 3 years post registration experience. Academic experience: Accredited publication, Teaching experience of undergraduate and post graduate students. Recommendations: Experience in undergraduate and post-graduate teaching and its administration in Family Medicine. Knowledge, skills, training, and competencies required: Sound knowledge of government regulations and policies. Leadership, Administrative and Management skills. Project management skills. Team building and people skills and including good interpersonal relations. Communication skills (Verbal and written) complimented by computer literacy (MS Word, MS Excel, and PowerPoint). Organizational, problem-solving, and interventional skills. The prospective candidate should be highly motivated and enthusiastic to contribute positively to the Department of Family Medicine. Ability to teach undergraduate, postgraduate, Clinical Associates students and supervise junior staff. |
| <u>DUTIES</u> | : | Leadership and management of clinical services as the Head of Clinical Unit in Family Medicine. Maintain satisfactory clinical, professional, and ethical standards related to these services. Maintain necessary discipline over staff under his / her control. Attend to administrative matters as pertains to the unit and department. Conduct, assist and stimulate research. Training of undergraduate and postgraduate students in Family Medicine at Tembisa Provincial Tertiary Hospital. Participation in formal teaching and teaching administration as required by the department of Family Medicine. Promote community orientated services and participate actively in outreach programs. Establish and maintain good relationship with the Primary Care and District Health Services. Manage outpatient clinic and provide expert opinion where required. Provide afterhours consultant cover for Family Medicine in the hospital. Provide leadership in development of protocols and standard operating procedures for the Family Medicine Department. Provide leadership in the development of clinical audit programs in the hospital. Develop measures to ensure quality assurance for the Family Medicine patients. Active involvement in CME to health professionals. Compile medium- and long-term expenditure frameworks and implement fiscal control measures on an ongoing basis. Lead and supervise departmental research activities. Work as part of a multi – disciplinary team to improve Healthcare services in the hospital and beyond. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Dr. TN. Socikwa Tel No: (011-923 2053) Applications to be addressed to: Tembisa Provincial Tertiary Hospital (HR Office) Or Through Email At: TembisaHR3.HRM@gauteng.gov.za |
| <u>NOTE</u> | : | The application <u>must include only</u> completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at 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. Persons in possession of a foreign qualification must furnish the department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Provincial Government of Gauteng is committed to the achievement and |

- maintenance of diversity and equity in employment, especially in respect of race, gender, and disability.
- CLOSING DATE** : 02 September 2022
- POST 31/331** : **PROFESSIONAL NURSE (SPECIALTY NURSING) PEADIATRICS REF NO: REFS/014627 (X1 POST)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : Grade 1 R388 974 – R450 939 per annum, (plus benefits)
Sebokeng Hospital
- Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Registration with the SANC as Professional Nurses and proof of current registration. A post basic nursing qualification, with duration of at least 1 year, accredited with the SANC as a speciality in Peadiatric. A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
- DUTIES** : Provision of quality clinical nursing care in area of Specialty within legal and ethical framework. Implement cost-containment measures to ensure efficient utilization of human material and financial resources.
- ENQUIRIES APPLICATIONS** : Deputy Director S.J.K. Sejeng Tel No: 016 930 3302
- Applications should be posted to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng. Online applications cannot be accommodated due to system challenges.
- NOTE** : Applications must be submitted on a recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recent updated CV. Copies of qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates only. Failure to submit all the requested documents will result in the application not being considered. if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB People with disability are encouraged to apply. Recommended candidates will be subjected to medical assessment.
- CLOSING DATE** : 02 September 2022
- POST 31/332** : **LABOUR RELATIONS OFFICER REF NO: STDH/2022004 (X1 POST)**
Directorate: Human Resource Management
- SALARY CENTRE REQUIREMENTS** : R261 372 – R307 890 per annum, plus benefits
Sizwe Tropical Disease Hospital
- A three (3) year Degree/Diploma in HRM or equivalent qualification with a minimum of 3 – 5 years' experience in Labour Relations or Grade 12 with 10 years' demonstrable experience in Labour Relations in the Public Service. Knowledge of Misconduct Management, Grievance Management, Collective Bargaining, Dispute resolution and other relevant legislations applicable within the Public Sector. Verbal and written communication skills. Report writing skills. Ability to work independently. Conflict management Computer literacy, knowledge in MS Office package. Knowledge of PERSAL will be an added advantage.
- DUTIES** : Write reports inter-alia Misconduct report and Grievance reports. Investigate allegations of misconduct and/or grievance. Draft charge sheets, prepare witnesses and represent the Employer in disciplinary and/or grievance hearings. Analyses trends and advise management on serious adverse events cases, forensic cases and hotline cases. Identify labour relations training needs for Managers, Supervisors and Employees in the department. Conduct labour relations training. Ensure compliance to Code of Conduct. Support and/or advice management on progressive discipline. Act as a coordinator between

- Management and recognized Trade Unions. Facilitate and chairing Bi-lateral and Multi-lateral meetings within the institution. Advice to employees and management on labour relations matters.
- ENQUIRIES** : Ms FN Mothapo Tel No: (011) 531 – 4390
- APPLICATIONS** : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.
- NOTE** : The application must include only fully completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at 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 interview. Applicants must indicate the department for which they are applying for. Applications received after closing date as well as those that do not comply with the requirements i.e incomplete Z83, will not be taken into consideration. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
- CLOSING DATE** : 02 September 2022
- POST 31/333** : **REGISTRY CLERK REF NO: STDH/2022005 (X1 POST)**
Directorate: Admin & Support services
- SALARY** : R176 310 – R207 681 per annum, plus benefits
- CENTRE** : Sizwe Tropical Disease Hospital
- REQUIREMENTS** : Grade 12 and Computer literacy. Have administration skills, typing skills, filing skills, communication skills, verbal and written skills. Working in a hospital environment will be an added advantage. Knowledge of filing methods/systems and Registry acts. Typing skills will be tested in the interview.
- DUTIES** : Dispatching, opening, sorting and receiving of mails. Allocate file numbers, distribution of circulars, disposal and filing of files, searching of files. Opening and closing of files, compile monthly stats. Taking and compiling of minutes, ordering of stationery and recording of documents in different registers. Ensure that office equipment such as photocopy machine, franking, lamination and binding machines are in good working conditions. Carry any lawful instructions given by an authorized person.
- ENQUIRIES** : Mr MA Masuluke Tel No: (011) 531 – 4353
- APPLICATIONS** : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham
- NOTE** : The application must include only fully completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at 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 interview. Applicants must indicate the department for which they are applying for. Applications received after closing date as well as those that do not comply with the requirements i.e incomplete Z83, will not be taken into consideration. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
- CLOSING DATE** : 02 September 2022
- POST 31/334** : **HEALTH PROMOTER REF NO: TDHS/A/2022/56**
Directorate: Health Promotion
- SALARY** : R147 459 per annum (Level 04)
- CENTRE** : Tshwane District Health Services (Eersterust Clinic)
- REQUIREMENTS** : Grade 12. Community work experience. The candidate should be an excellent communicator and public speaker. Should be able to speak the local language and understand the cultural practices of the Eersterust community EB Drivers Licence. Other Skills: Project management, Personal skills, communication skills.

DUTIES

: Compile a community profile of the catchment population of the facility
Implement provincial, district and sub-district health promotion strategies/campaigns at facility level in ways suited to local conditions and including awareness campaigns Health Promoters will be implementing Health Promotion interventions at health facilities, where they are based, on Mondays and Tuesdays. The exception will be, in the event of a campaign or project. Health Promoters will submit weekly plans to the facility manager and the Chief Community Liaison Officer, at the start of each week. Participate in National, Provincial and District projects and campaigns outside of the facility, from time to time as required by the Department Implement health promotion activities for programme specific campaigns in accordance with the health calendar and in accordance with the identified health needs Provide health education sessions to individuals and groups on healthy lifestyles components at Clinic's, Schools and in the Neighborhoods Manage and use audio and visuals aids and IEC materials for health education Provide IEC material to clients Do practical demonstrations when conducting health education Keep records on e.g. health education registers, attendance registers, agendas, minutes, etc. Conduct community dialogues on healthy lifestyles components Establish Health Promoting Schools Implement Integrated Management of Childhood Illness, community component (IMCI cc) activities to child minders and Traditional healers Educate, monitor and support child minders on child safety and implement Healthy Environments for Children's Alliance(HECA) Establish Health Promoting Schools Establish alliance with NGO's, CBO's, FBO's, forums etc. Participate as a member of the Sub –district Outbreak Response Teams (SORT) Mobilize communities through Blitz awareness campaign strategies Form part of Ward based Outreach Teams and provide technical support Conduct radio talks on community radio stations on healthy lifestyles components. Use community radio for mass mobilization and awareness on disease outbreaks with use/aid of an approved script.

ENQUIRIES

: Medupi Masubelele Tel No: 012 451 9047

APPLICATIONS

: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject 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 will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE

: 02 September 2022

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

CLOSING DATE

: 19 September 2022

NOTE

: Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. The Gauteng Department of Human Settlements is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Persons with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender, youth, 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) only. Certified documents will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not

been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POST

- POST 31/335** : **ASSISTANT DIRECTOR: ORGANIZATIONAL DEVELOPMENT REF NO: REFS/014663**
- SALARY** : R382 245 per annum
CENTRE : Johannesburg
REQUIREMENTS : Matric plus National Diploma/Degree in Management Services, Operations Management, Production Management and Industrial and Organisational Psychology and/or Equivalent qualification (NQF 7). 3-5 year's relevant experience in Organisational Development. Knowledge of the Public Service legislation and prescripts governing Organisational Design. Must have Knowledge of Organisational design and job evaluation processes. Must have Analytical, Problem-solving, report-writing and Communication Skills.
- DUTIES** : Coordinate the development of the Organisational Structure and monitor the implementation thereof. Conduct work study investigation/Time Equivalent Studies. Coordinate the Job Evaluation process in the department. Coordinate the development of the job descriptions for all posts. Facilitate the development of the Public Service Act and Public Service Regulations Human Resource (HR) Delegations and Delegations registers. Continuously update and maintain Job description and Job Evaluation database. Supervision of staff.
- ENQUIRIES** : Ms M Tshabalala Tel No: 063 691 4046
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

- APPLICATIONS** : 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
- CLOSING DATE** : 09 September 2022
NOTE : using new Z83 form obtainable from any Public Service Department or the internet www.dpsa.gov.za/documents accompanied by a detailed CV only. Certified copies of qualifications and other supporting documents will be required from shortlisted candidates. 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 POST

- POST 31/336** : **DEPUTY DIRECTOR: PROCUREMENT REF NO: REFS/ 014641**
 Directorate: Supply Chain Management
- SALARY** : R744 255 per annum, (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : An appropriate 3 year recognized National Diploma/Bachelor's Degree in Supply Chain Management/Procurement or any relevant qualification. A minimum of 3-5 years working experience in Supply Chain Management of which 3 years should be at Assistant Director (ASD) or Management Level. Skills: Leadership, Conflict Management, Labour Relations. Mentoring of Staff. Proactive abilities to deal with diverse matters. Problem solving. Attributes-Customers focused ethics. Change management. Quality oriented. Listening skills. Decisive and Confident. Customer Oriented. Ability to work under pressure.
- DUTIES** : Management of the team. Monitor and implement the staff training and development requirements. Manage staff performance to achieve required

outcomes and departmental objectives. Provide leadership and guidance to the team. Manage investigate disciplinary cases regarding misconduct. Design and implement of procurement processes and policies. Design and implement a risk strategy for procurement for procurement. Produce monthly reports on the performance in relation to transactions. Manage client relations with services providers contracted to the department. Management of specific projects. Ensure that the services providers are paid timeously and effectively. Management of departmental demand planning processes in conjunction with Finance and End Users. Manage demand and acquisition of goods and services of the department. Develop, implement, and continuously improve sourcing processes. Management of the tender processes of all tenders' requirements in the department. Management of Audit General's requirements manage the budget expenditure for the procurement unit. Manage departmental budgets through spending. Manage supplier complaints and grievances. Extension consultation end users in the demand planning process. Development of Contract requirements through spend analysis. Development of terms of references for tender processes. Management of International sporting events.

ENQUIRIES

: Christinah Molubi Tel No: (011 355-2606)