

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: Kindly note that the following X1 post was advertised in Public Service Vacancy Circular 27 dated 22 July 2022, (1) Assistant Manager Night Supervisor: Nursing Department (**for Jubilee District Hospital**) with Ref No: JUB 19/2022, The requirements have been amended as follows: A minimum of a 8 years appropriate /recognisable experience in nursing after registration as a professional nurse with the SANC in General Nursing proof of registration with the SANC as a professional nurse. The closing date has been extended to 09 September 2022. Note: All those candidates who have applied are encouraged to re-apply.

OTHER POSTS

- POST 32/192** : **CLINICAL MANAGER (DENTAL) GRADE 1 REF NO: EHD2022/09/04**
Directorate: Oral Health Services
Re- Advertisement: This post is a re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : Grade 1: R1 382 802 – R1 489 665 per annum, (all-inclusive remunerative package)
- CENTRE REQUIREMENTS** : Ekurhuleni Health District
: BDS/BChD Degree or equivalent. Registration with the Health Professional Council of South Africa (HPCSA) as a Dentist. Proof of Current registration with the HPCSA. A minimum of 4 years appropriate experience as Dentist after registration with the HPCSA. Managerial Experience and or a relevant Diploma or degree will be an advantage. Computer literacy (MS Word, Excel, PowerPoint, Microsoft Teams; Zoom) etc. Excellent Communication skill (written and Verbal), Applicant must be in a possession of a valid South African Driver's license. Sound Knowledge and experience of Oral Health Services Legislations and related Legal and Ethical Practices. Sound knowledge of Finance: PFMA and Public Service Act and Regulations. Good interpersonal Relation, IT, Financial and human resource management skills. Ability to work independently in terms of decision making and problem solving in clinical or administrative scenarios. Ability to work with Oral Health Services Multidisciplinary Team and intersectoral partners relevant to the provision of holistic Services. Willingness to manage, train and supervise Oral Health Staff within the District.
- DUTIES** : To manage and supervise the Ekurhuleni Oral Health Services (Dentists, Allied Oral Health Practitioners, and all other Staff within the Unit). To manage the Commuted Overtime for Dentist in Ekurhuleni Oral Services. To coordinate Oral Health Services by managing the formulation, Implementation and Monitoring of Policies, Protocols and Regulations. To manage Effectively, Efficiency and Economically the Finance of Ekurhuleni Oral Health Services according to the PFMA. To promote and conduct Research. To manage complaints within the Unit and advice the District Management accordingly. To be involved in recruitment and placement of Staff within Ekurhuleni Health District. To provide access to skills development and capacity building opportunities. To work collaboratively in solving problems and generate solutions to common problems within the Department that may be impacting on the performance of the incumbent.
- ENQUIRIES** : Dr EM Tipoy Tel No: 011 876 1777; Tel No: 011 876 1802 & Mobile: 076 120 0148
- 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. 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

: 09 September 2022

POST 32/193

: **MANAGER NURSING (LEVEL 3 HOSPITAL) REF NO: REFS/ 014788**
Directorate: Quality Assurance

SALARY

: R963 723 – R1 084 695 per annum, (all package inclusive)

CENTRE

: Dr. George Mukhari Academic Hospital

REQUIREMENTS

: Basic R425 qualification (i.e. Diploma or Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. The incumbent must be in possession of a Diploma/Degree in Nursing Education and or Nursing Administration/ Nursing Management obtained from a recognized and registered tertiary institution. Registration with the South African Nursing Council for the current year. Computer literacy (MS Word, MS Excel). A valid driver's license is essential. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above should be appropriate/recognizable experience in Quality Assurance at management level (service certificate must be attached). Knowledge of Health legislation framework, Regulated norms and standards, National Guidelines for Patient Safety Incidents, National Guidelines for Patient's Experience of Care, National Policy for customer complaints, compliments and suggestions. In-depth training on customer care and complaints management. Excellent communication (verbal and written) and interpersonal skills. Exceptional analytical and interpretation skills. Have investigative skills and be able to redress. Project Management and Financial Management skills. Ability to work under pressure and meet deadlines. Excellent planning and organizational skills. Have high level of ethical conduct and integrity. Ability to think strategically. Must have numeracy and analyze skills. A postgraduate qualification in risk management will be an added advantage Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

DUTIES

: Overall provision of Annual Performance Plan (APP) indicators for the hospital. Provide expert guidance and support for the implementation of Quality Assurance Programs. Facilitate and provide technical support to Hospital Management on the implementation of Regulated Norms and Standards (RNS). Coordinate and analyze Morbidity and Mortality (M&M) reports of the hospital and make recommendations. Training of internal stakeholders into QA related guidelines and ensure that prescribed policies and guidelines are adhered to. Develop QA related Operational Plan and have a strong relation with Provincial QA Office. Improve effectiveness of system operations through monitoring and reporting on patient waiting times. Monitor, evaluate, record and report on customer satisfaction by planning and conducting annual surveys on Patient Experience of Care (PEC) that comply with prescripts. Facilitate the implementation of Daily Patient Opinion surveys (DPOs) in clinical areas. Participate in projects aimed at improvement and sustaining of customer care and patient advocacy. Analyze trends from reports and develop plans of quality improvement. Monitor and coordinate all quality assurance programs in the Functional Business Unit. Utilization of human resources efficiently, effectively and economically. Create and maintain a working inter-professional and multi-disciplinary relationship with internal and external stakeholders. Coordinate the reporting, recording and investigation of Patient Safety Incidents (PSI) in the hospital. Monitor, investigate, record and report on complaints management. Ensure that institutional policies, Standard Operating Procedures and guidelines are established and implemented in line with Legislative and Policy prescripts. Utilize information technology and other information management

systems to enhance service delivery. Improve the auditing of patients records and have audit teams in place. Establish and participate in an inter-professional and multi-disciplinary team for effective and efficient service delivery. Facilitate and conduct Ideal Hospital Realization Maintenance Framework (IHRM-F) assessment in line with existing and approved legal prescripts. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment). Perform a liaison role between the hospital and the Office of Health Standard Compliance (OHSC).

**ENQUIRIES
APPLICATIONS**

: Dr. LK Ndhlovu Tel No: 012 529 3433
 : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.

NOTE

: Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993. Closing time will be 12h00 on the closing date. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed CV, only shortlisted candidates will be required to submit the certified documents on or before the interview date. The specific reference must be quoted.

CLOSING DATE

: 09 September 2022

POST 32/194

: **DEPUTY MANAGER NURSING LEVEL 1 & 2 (SSDR) REF NO: EHD2022/09/01**
 Directorate: Primary Health Care

**SALARY
CENTRE
REQUIREMENTS**

: R856 272 - R963 723 per annum, (all-inclusive remunerative package)
 : Ekurhuleni Health District
 : Basic R425 qualification (i.e., an appropriate Degree/Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC as a Professional Nurse. Minimum of 9 years appropriate/recognizable experience after registration as Professional nurse with SANC in General Nursing. At least 4 years of the period referred to above must be appropriate / recognizable experience at Management level. Computer literacy and Driver's license is essential. A management Qualification will be an added advantage. Skills: Presentation and report writing skills, leadership skills, planning and organizing skills. Problem solving and communication skills and financial management skills. Ability to work under pressure.

DUTIES

: Provide guidance and leadership towards the realization of strategic goals and objectives of the Sub-district: Establish the strategic direction of the component to ensure alignment with its business plans by participating in the development of the District and sub-district plan. Facilitate and oversee the development of PHC operational/business plans to give strategic direction to the division by managing and coordinating the activities of the division. Implement all priority programs in the sub-district. Provide professional, technical and management support for the provision of quality patient care through proper management of Primary Health Care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Conduct staff meetings to disseminate information such as new developments on policies, circulars. Participate and respond to queries and questions from relevant structures regarding complaints on staff conduct on patients. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to health care. Participate in multi-disciplinary quality assurance task teams at various levels. Develop a good working relationship within the department and relevant stakeholders. (EMM & Partners). Participate with members of the

health team in decision making pertaining to health care delivery. Participate in the development of DHP and DHER. Ensure facilities are accredited with the Ideal clinic status by ensuring that status determination is done at least twice in a year. Human Resource: Analyze staffing needs and develop a plan to meet the needs. Initiate the recruitment and retention of competent personnel. Manage and monitor the implementation of the PMDS. Manage grievances and labour relations issues in terms of the laid down policies/procedures i.e. manage workplace discipline. Manage the licensing of all staff with relevant professional bodies. Finance: Ensure that budget spending is maximized in line with strategic objectives. Manage and control material resources and assets.

**ENQUIRIES
APPLICATIONS**

: Ms E. Mashego Tel No: (011) 876 - 1815
: 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. 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

: 09 September 2022

POST 32/195

: **DEPUTY DIRECTOR: HUMAN RESOURCE REF NO: REF/014792 (X1 POST)**
Directorate: Human Resource Management

**SALARY
CENTRE
REQUIREMENTS**

: R744 255 – R876 705 per annum, plus benefits
: Thelle Mogoerane Regional Hospital
: Matric Certificate with Tertiary qualification degree/diploma in Human Resource Management/ Public Relations and Public Management with 10 years' relevant experience in Human Resource Management sphere 3 years must be at Assistant Director Level preferably in the public health sector. Ability to provide a leadership on HR practices and administration. Ability to develop, monitor and evaluate skills development legislation. HR policies and procedures, ability to interpret and analyses HR data. Knowledge of developing, analyzing, interpreting, reports and presenting them to management. Demonstrate knowledge of managing PERSAL system and interpreting report. Ability to manage staff, work independently, adhere to strict deadlines. Knowledge of the public services ACT, the Public Finance Management Act, Treasury Relations Act, Employment resolutions, public Services Regulations and prescripts. Report writing skills, computer literacy, presentation skills. Must have a valid driver's license.

DUTIES

: Responsible for the implementation of HR policies, plan and strategize. Develop internal controls and standard operation procedures and strategies and ensure alignment of the organizational structure plan of the department. Manage Human Resource information and knowledge. Monitor department. Monitor and evaluate the implementation of Human Resource Strategies. Render efficient Human Resource administration services. Manage appointment, transfers and termination on PERSAL. Manage Human Resource personnel records. Manage salary administration and remuneration. Monitor and evaluate the quality on information captured on PERSAL and other HRM database. Authorize the quality on information captured on PERSAL and other HRM database. Authorize transactions and verify source document.

Maintenance of post establishment on HRM database. Manage HR Labour Relations matters. Attend to Audit queries, HR risk management and compile reports for implementations of the recommendations of thereof. Continually improve service delivery and measure performance. Develop and pursue a systematic approach to employee development based upon an institutional skills gap analysis and PMDS system findings. Devise appropriate monitoring mechanism to ensure that all resources developed yields the desired result with regards to HRD and planning activities. Attend to National Regulated Standards, monitor and report on proper implementation of the National Regulated Standards requirements related to Human Resources. Ensure compliance and maintenance of quality standards required by the institution. Advice Thelle Mogoerane Regional Hospital management of HR practice, procedures, guidelines and policies etc. Be part of the Executive management and participate in the development of strategic and operation plans for the district. Prepare reports for Provincial Office and represent the Thelle Mogoerane Regional Hospital in the different forums. Manage and coordinate Human Resource Development Programme. Manage training and development budget and developmental skills development committee. Manage, monitor and coordinate the workplace skills and reports. Manage the performance Management and Development system and employee wellness functions. Implement the Employment Equity in the department.

ENQUIRIES : Dr. M.M. Malaka Tel No: 011 891 7318
APPLICATIONS : should be Hand delivered to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

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

CLOSING DATE : 16 September 2022

POST 32/196 : **ASSISTANT MANAGER NURSING SPECIALTY PN-B4 (OPERATING THEATRE NURSING SCIENCE) REF NO: AMN/2022 (X1 POST)**
 Directorate: Nursing

SALARY : R624 216 - R702 549 per annum, plus benefits
CENTRE : Thelle Mogoerane Regional Hospital
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma/Degree) in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse, plus a post- basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice NoR212 in the relevant speciality. A minimum of 10

years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of period referred to above must be recognisable experience after obtaining the 1 year post- basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate /recognisable experience at management level. Candidate must have a Matric Certificate and diploma/degree in Nursing Administration/Management. A degree/diploma in Nursing Education will be an added advantage. The candidate must be able to work under pressure and lead a team, resolve conflict, maintain quality patient care within the legal and ethical framework that governs the profession. The candidate must have good communication and professional skills and must be able to maintain respect of patients, staff, and relatives. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, OHS Act, Patient Rights Charter, Batho-Pele principles, Public Service regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programmes.

DUTIES : Coordination of optimal, holistic specialised nursing care provided within set standards of a professional/ legal framework. Effectively manage the utilisation and supervision of human, financial and material resources. Co-ordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth, ethical standards, and self-development. Ensure that PMDS evaluations are done and submitted to human resource department on time.

ENQUIRIES : Mr. T. O. Rammutla Tel No: 011 891 7299
APPLICATIONS : Applications should be HAND delivered to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

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

CLOSING DATE : 16 September 2022

POST 32/197 : **ASSISTANT MANAGER NURSING – GENERAL PN-A7 REF NO: AMN-GEN/2022 (X2 POSTS)**
 Directorate: Nursing

SALARY : R571 242 per annum, plus benefits

<u>CENTRE REQUIREMENTS</u>	:	Thelle Mogoerane Regional Hospital
	:	Basic R425 qualification accredited with the SANC in terms of Government Notice R425 (i.e. diploma /degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate/ recognisable experience in nursing after registration as professional nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level. The candidate must have good communication and professional skills and must be able to maintain respect of patients, staff, and relatives. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, OHS Act, Patient Rights Charter, Batho-Pele principles, Public Service regulations, Labour Relations Act, Disciplinary Code and Grievance Procedure. Should a need arise manager are expected to cover night duty.
<u>DUTIE</u>	:	Coordination of optimal, holistic specialised nursing care provided within set standards of a professional/ legal framework. Effectively manage the utilisation and supervision of human, financial and material resources. Co-ordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth, ethical standards, and self-development. Ensure that PMDS evaluations are done and submitted to human resource department on time.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. T. O. Rammutla Tel No: 011 891 7299
	:	Applications should be HAND delivered to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1 st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
<u>NOTE</u>	:	Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act.
<u>CLOSING DATE</u>	:	16 September 2022
<u>POST 32/198</u>	:	<u>CLINICAL TRAINING COORDINATOR GRADE 1 ONLY REF NO: EHD2022/09/02</u> Directorate: HRD: Professional Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R450 939 per annum, (plus benefits)
	:	Ekurhuleni Health District (District & NSDR)
	:	Basic qualification accredited with SANC in terms of Government Notice No. R425 qualification, i.e, 4 Years Diploma/ Degree in Nursing. A minimum of 7 years appropriate /recognizable experience in Nursing after registration as a Professional Nurse. A post basic qualification In Nursing Education will be an

added advantage. A valid driver's license is essential. Proof of Computer literacy. Proof of current registration with SANC. Evidence of attending Short Courses e.g. HIV, TB, STI, IMCI, Covid19 Vaccination, EMTCT, APC, EPI, C &FP, NIMART, ACC, BLS, and Mental Health etc. Good interpersonal relationship. Excellent communication (Written, Verbal and presentation skills). Ability to plan, organize and facilitate training courses. Knowledge of Curriculum design. Proficient in Microsoft office in particularly Excel, word, and power point. Ability to work independently and with all stakeholders.

DUTIES : Plan, organize, coordinate, and monitor Clinical Trainings. Ensure clinical practice by the clinicians is done in accordance with the guidelines. Develop and update training materials and manuals aligned to the National guidelines and relevant training needs. Conduct skills audit and training needs analysis for all staff categories. Coordinate and train clinical support programmes Courses e.g. PMTCT, ADL etc. Facilitation of training Courses across the District. Coordinate Professional Development training as per Central Office training schedule. Participate in the development of District Training Operational Plan Participate in the development of District Training Plan (GPG &COE) with support of DSP's and RTC. Coordinate Formal education (Full time and Part Time) with Tertiary Institutions (NEI's). Submit plans and quality training reports according to set dates. Attend stakeholder's meetings and updates related to training as well as meetings requested by Supervisor. Coordinate and monitor the implementation of continuous professional development (CPD) according to provincial CPD framework and SANC. Coordinate Clinical Students work integrated learning. Perform all other duties that are delegated by the supervisor/manager.

ENQUIRIES : Mr F Mudau Tel No: (011) 876 1733

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. 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 : 09 September 2022

POST 32/199 : **OPERATIONAL MANAGER NURSING (GENERAL) – PNA-6 REF NO: OMN/2022 (X1 POST)**
Directorate: Nursing

SALARY : R450 939 – R507 531 per annum, plus benefits
CENTRE : Thelle Mogoerane Regional Hospital
REQUIREMENTS : Basic R425 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 South African Nursing Council (SANC) as a Professional Nurse. The candidate must have good communication and professional skills and must be able to maintain respect of patients, staff, and relatives. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, OHS Act, Patient Rights Charter, Batho-Pele principles, Public Service regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc.

- DUTIES** : Responsible for the coordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standard procedures, and regulations pertaining to nursing care. Provide effective support and management of human, material, and financial resources. Manage staff performance, training and personal development of self and sub-ordinates including management for under-performance and grievance. Collect, provide and use relevant information/Statistics for the enhancement of service delivery. Execute after hours and week-end duties. Deputize for Assistant Manager – Nursing.
- ENQUIRIES** : Mr. T. O. Rammutla Tel No: 011 891 7299
- APPLICATIONS** : Applications should be HAND delivered to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act.
- CLOSING DATE** : 16 September 2022
- POST 32/200** : **CLINICAL PROGRAMME COORDINATOR CHILD HEALTH, EPI, CDC & OUTBREAK RESPONSE REF NO: TDHS/A/2022/57**
Directorate: Health & Outreach Programmes
- SALARY** : Grade 1: R450 939 – R507 531 per annum
Grade 2: R522 765 – R588 390 per annum
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse
Other Skills / Requirements: A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred above must be appropriate/recognizable experience as a clinician in Child Health Unit. Current proof of registration with SANC; Computer Literacy; Valid Driver's License.
- DUTIES** : Ensure availability and implementation of Child Health; PMTCT, Disease Surveillance, CDC; Outbreak Response Policies. Support PHC Facilities to implement integrated Child Health Services Support PHC Facilities and District Hospitals to provide quality services. Provide training and support to clinicians on IMCI. EPI. PMTCT & Disease Surveillance. Plan and coordinate the application of clinical strategies associated with Communicable Diseases in the District through case investigation, outbreak control response, inspection, monitoring and evaluation (e.g TB, Malaria, Rabies, Vaccine Preventable diseases, Covid-19 etc.). Review case report forms submitted by facilities for

completeness, timeliness, adherence to policies and institution of control measures. Respond to general questions from Public, Health providers, Private sector, etc. about Communicable diseases affecting the community and communicate the risks, prevention, and control measures associated with communicable diseases. Monitor indicators/surveillance data which measure health practices in the Sub District, in order to provide support and report on findings to district health management. Network with other provincial departmental and NGO's to maintain a referral service for community members inclusive of community based services thereby supporting the broader health care provision in the district. Analyses emerging health practices and trends and introduce remedial action in conjunction with health care specialists. Plan, organize and conduct Catch up campaign and events that convey health messages and practices which support prevention and control of communicable diseases.

- ENQUIRIES** : Mrs Lekwetji Komane Tel No: 012 4519213
- 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.
- NOTE** : No faxed applications will be considered. 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** : 09 September 2022
- POST 32/201** : **PROFESSIONAL NURSE GRADE 1 – GRADE 2 (ADVANCED MIDWIFERY AND NEONATAL) REF NO: EHD2022/09/05**
 Directorate: Primary Health Care
 Re-Advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : Grade 1: R388 974 – R450 939 per annum, (plus benefits)
 Grade 2: R478 404 – R588 390 per annum, (plus benefits)
- CENTRE** : Ekurhuleni Health District (NSDR)
- REQUIREMENTS** : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 or equivalent qualification (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Advanced Midwifery and Neonatal Science). A minimum of 4 years appropriate /recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Registration certificate with SANC as a Professional Nurse and proof of current practicing certificate. Computer literacy is recommended.
- DUTIES** : Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal framework. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards. Knowledge of all relevant mother and child policies, guidelines and protocols. Perform any other duties delegated by Supervisor.
- ENQUIRIES** : Ms G.S Mateza Tel No: (011) 565 – 5163
- 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. 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.
09 September 2022

CLOSING DATE

POST 32/202 : **CLINICAL NURSE PRACTITIONER GRADE 1 – GRADE 2 (QUALITY ASSURANCE) REF NO: EHD2022/09/03**
Directorate: Primary Health Care

SALARY : Grade 1: R388 974 – R450 939 per annum, (plus benefits)
Grade 2: R478 404 – R588 390 per annum, (plus benefits)

CENTRE REQUIREMENTS : Ekurhuleni Health District (Bertha Gxowa Clinic)
: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R.425 (Diploma / Degree) or equivalent in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R.48 in the relevant specialty (Clinical Nursing Science, Health Assessment, Treatment and Care). A minimum of 4 years appropriate /recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Registration certificate with SANC as a Professional Nurse and proof of current practicing certificate. Computer literacy is recommended.

DUTIES : The incumbent is needed to plan, implement, evaluate, maintain control and coordinate quality assurance in the facility. Prepare and partake peer review evaluation. Implementation of Ideal Clinic, OHSC, occupational Health and Safety policy, complaints /compliments and suggestion guidelines and monitoring of compliance. Implementation of patient safety incidents guidelines, infection prevention and control guidelines/policies. Implementation and monitoring of Health Care Waste compliance. Formulation and implementation of quality improvement plans. Hold quality assurance meeting in the facility and attend district and other levels as expected. Write quality assurance reports and submit to the next level as expected. Participate in multidisciplinary quality assurance teams. Advocate for rights of the clients in the facility and promote Batho- Pele principles. Conduct client satisfaction survey and monitor routinely for compliance. Liaise with sub district quality assurance coordinator. In service training to all staff on quality assurance issues.

ENQUIRIES APPLICATIONS : Ms E. Nkomo Tel No: (011) 878 - 8540
: 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. 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** : 09 September 2022
- POST 32/203** : **PROFESSIONAL NURSE: OPERATING THEATRE SPECIALIST**
Directorate: Nursing Department
- SALARY** : R388 974 – R450 939 per annum, (plus benefits)
CENTRE : Pretoria West District Hospital
REQUIREMENTS : Grade 12, Basic qualifications accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/Degree in nursing as professional nurse plus midwifery). The Incumbent must be in the possession of evidence of Current registration with South African Nursing Council (SANC) as a professional nurse, plus a post basic qualification in Operating Theatre Nursing Science accredited with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse. Understanding the Nursing legislation and related legal and ethical Nursing practice. Ability to perform clinical nursing practice in accordance with the scope practice and Nursing Standards. Good communication and interpersonal skills. Knowledge of Code of Conduct and Labour related policies. Able to work as team and manage conflict.
- DUTIES** : The incumbent will work under the supervision of the Operational manager in his/her area of Allocation. Render an optimal holistic specialized nursing care provided within the set of standards and professional/legal framework as a member of the multidisciplinary team. Provide a safe Therapeutic environment that allows for safe nursing care as per Nursing Act, National Core Standards and other prescripts. Work in collaboration with surgeons, anesthetist to meet the needs of the patient during theatre procedures and ensure responsibility for patient care. Evaluate and ensure Proper handling of instruments during theatre procedures. Assist in CSSD area with checking and controlling instruments. Ensure machinery and equipment's are checked and reported daily for Functionality and meeting the standard. Participate in the analysis, formulation and implementation of Nursing guidelines, practices and standard operating procedures. Manage and monitor proper Utilization of resources for human, financial and physical resources. Maintain professional growth and Ethical standard and development of self and subordinates.
- ENQUIRIES** : Ms.NL Madiba Tel No: (012) 380 1206
APPLICATIONS : Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, and Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.
- NOTE** : Applications must be submitted on a New Z83 form, completed in full and page 2 duly signed and attach a detail curriculum Vitae only. Only Shortlisted candidate will be required to submit certified copies of documents.
- CLOSING DATE** : 16 September 2022
- POST 32/204** : **DIAGNOSTIC RADIOGRAPHER- GRADE 1-3**
Directorate: Radiography Department
- SALARY** : R332 746 – R445 752 per annum, (plus benefits)
CENTRE : Pretoria West District Hospital
REQUIREMENTS : National Diploma or Degree in Diagnostic Radiology Qualification. Proof of original Registration and current registration with HPCSA for 2022/2023. Must have completed Community Service as per the requirements of Health Professions Council of South Africa. Completion of Community service in Diagnostic Radiography is necessary. Experience in Digital Radiography, Experience in utilization of Computerized Radiography System. Must have Computer Skills, Good Interpersonal skills, excellent time management skills and must have knowledge of public service Legislation governing the health sector and Radiography profession. Compliance with budgeting, Radiographic Quality Assurance, National Core Standards, Health and Safety and Infection Control Principles. Experience in teaching, training, and supervision of students. Good written and Communication skills. Ability to work as a member

- of a multidisciplinary team. Must have a good Understanding of public hospital operational systems.
- DUTIES** : Provide a 24-hour radiographic service. Work weekends and public holidays. Service provision in keeping up with Batho Pele Principles and patient's Rights. Ensuring radiographic services comply with SAHPRA regulations. To adhere to Batho Pele Principles, Regulated Norms and Standards, and Ideal Clinic Realisation and Maintenance framework, Quality Assurance and other public service policies and Act. Manage conflict and implement corrective measures as and when necessary. Carry out duties Delegated by the Department supervisor. Must be a team player within the Department. Perform any Ad-hoc duties allocated by Management Be actively involved in-service training and CPD activities. Supervision and training of students. Must be a team player within the institution.
- ENQUIRIES APPLICATIONS** : Mrs. S Ramabulana Tel No: (012) 380 1252
: Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, and Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.
- NOTE** : Applications must be submitted on a New Z83 form, completed in full and page 2 duly signed and attach a detail curriculum Vitae only. Only Shortlisted candidate will be required to submit certified copies of documents.
- CLOSING DATE** : 16 September 2022
- POST 32/205** : **HUMAN RESOURCE DEVELOPMENT OFFICER REF NO: ODI/15/08/2022/01**
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07), (plus benefits)
: Odi District Hospital
: Grade 12 with more than 10 years' experience in Training and Development, a three-year Diploma/Degree in HRM/HRD or related qualification with a minimum of 0 to 2 years' experience in training and development. Must be computer literate and have a valid driver's license. Knowledge of Skills Development Act, PSA. SDLA, SAQA, NQF, NSDS, EEA, good communication skills, facilitation and presentation skills, problem solving and analytical skills and report writing skills. A PERSAL Certificate will be an added advantage.
- DUTIES** : Coordinate orientation and induction programme. Coordinate skill audit and training needs analysis process. Coordinate, develop and implement the workplace skills plan (WSP) and liaise with training providers. Capturing of PMDS on PERSAL System. To ensure effective coordination internal and external training programmes. To ensure effective Human Resource Development Administration such as up to date training database, management of the training budget, compile the quarterly and annual reports. Coordinate the AET programme. Submit the approved WSP/ATR for the organisation. Implement internship and experiential learning programmes. Compile and submit training report to management. Serve as a secretary and advisor during training committee, equity committee and PMDS meetings. Monitor Implementation of PMDS system. Advice management and staff on the new PMDS systems. Facilitate The Implementation of Employment Equity and perform any other delegated tasks by the relevant manager.
- ENQUIRIES APPLICATIONS** : Mr. Phakgadi LS Tel No: (012) 725 2553
: Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane, 0190.
- NOTE** : Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. NB: People with disability are encouraged to apply. Preference will be given to male candidate.
- CLOSING DATE** : 09 September 2022

- POST 32/206** : **PROFESSIONAL NURSE (X4 POSTS)**
Directorate: Nursing Department
- SALARY** : R260 760 – R302 292 per annum, (plus benefits)
- CENTRE** : Pretoria West District Hospital
- REQUIREMENTS** : Matric certificate, Basic qualification accredited with the SANC in terms of Gov. Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with SANC, Experience in Midwifery and psychiatric nursing will be an added Advantage. Skills: Good communication skills. Interpersonal and organizational skills.
- DUTIES** : Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Supervise and train sub-ordinates.
- ENQUIRIES** : Ms TQ Mahlangu Tel No: (012) 380 1207
- APPLICATIONS** : Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, and Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.
- NOTE** : Applications must be submitted on a New Z83 form, completed in full and page 2 duly signed and attach a detail curriculum Vitae only. Only Shortlisted candidate will be required to submit certified copies of documents.
- CLOSING DATE** : 16 September 2022
- POST 32/207** : **ENROLLED NURSE REF NO: ODI/15/08/2022/02 (X5 POSTS)**
- SALARY** : Grade 1: R173 952 – R195 771 per annum, (plus benefits)
Grade 2: R207 696 – R233 763 per annum, (plus benefits)
- CENTRE** : Odi District Hospital
- REQUIREMENTS** : Grade 12/Matric. Qualification that allows registration with SANC as a Staff Nurse. Registration with the SANC as an Enrolled Nurse. **Grade 1:** 0-9 years' appropriate/recognisable experience in Nursing after registration with the SANC as an Enrolled Nurse. **Grade 2:** Minimum of 10 years appropriate/recognisable experience in Nursing after registration with the SANC as an Enrolled Nurse.
- DUTIES** : Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate elementary communication with patients, supervisors, and other clinicians. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, cooperatively, and amicably with persons of diverse intellectual, cultural, racial, or religious differences. Display a concern for patients and advocating elementary care including awareness and willingness to respond to patient's needs, requirements, and expectations (Batho-Pele Principles).
- ENQUIRIES** : Ms Ntsie EP Tel No: 012 725 2312
- APPLICATIONS** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane, 0190.
- NOTE** : Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR
- CLOSING DATE** : 09 September 2022
- POST 32/208** : **ENROLLED NURSING ASSISTANT REF NO: ODI/15/08/2022/03 (X1 POST)**
- SALARY** : R134 514 per annum, (plus benefits)

- CENTRE REQUIREMENTS** : Odi District Hospital
 : Qualification that allows registration with SANC as a Nursing Assistant. Current registration with SANC as an Enrolled Nursing Assistant. Grade 1: no experience required.
- DUTIES** : Functional: Demonstrate elementary understanding of Nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practice in accordance with scope of practice and nursing standard as determined by the relevant health facility. Promote quality of elementary nursing care as directed by professional scope of practice and standard as determined by the relevant health facility. Generic: Demonstrate elementary communication with patients, supervisors, and other clinicians. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating elementary care including awareness to respond to patient's needs, requirements, and expectations (Batho Pele).
- ENQUIRIES APPLICATIONS** : Ms. Ntsie EP Tel No: (012) 725 2312
 : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane, 0190.
- NOTE** : Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR
- CLOSING DATE** : 09 September 2022

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

- APPLICATIONS** : Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za>
- CLOSING DATE** : 16 September 2022
- NOTE** : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). It should be accompanied by a Z83 and a comprehensive Curriculum Vitae (CV) only. Certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job) will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

- POST 32/209** : **DEPUTY DIRECTOR: UPGRADING INFORMAL SETTLEMENT PROGRAMME REF NO: REFS/014784 (X2 POSTS)**
 (12 Months Contract)
- SALARY** : R744 255 per annum, (all – inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Matric plus a National Diploma/Bachelor's degree qualification at NQF Level 7 in Town and Regional Planner / Project Management. Five (5) years' experience at Junior Management Level in Infrastructure Project Management field. Possession of a valid driver's licence.

DUTIES : Monitor relevant town planning and human settlements legislation and ensure that all projects comply with the regulations. Assist in the development of long and short-term plans for land use, relocation and management of informal settlements. Conduct research and benchmarks on the UISP policies. Develop UISP implementation guidelines, processes, and procedures. Manage the coordination of training and workshops on UISP processes and procedures. Monitor the implementation and ensure compliance of the UISP Norms and Standards. Manage and conduct Environment/situational Analysis in relation with informal Settlements in the province. Coordinate the mapping of the Informal Settlements. Analyse of the spatial data in relation with Informal Settlement. Manage and establish the Informal Settlements database. Manage the development of the implementation plan. Manage and coordinate workshops with relevant stakeholder on the approved UISP implementation plan. Ensure incorporation of the Informal Settlement plan in the Integrated Development Plan. Administer the Informal Settlements upgrading partnership grant and make recommendations regarding the allocation of funds for UISP upgrading and relocation projects. Monitor and measure impact of UISP. Manage and ensure continuous the reporting of the informal settlement plans for each settlement. Manage the establishment of the UISP forum and Lead in community engagement and participation with regards to the upgrading of the settlements. Oversee the administration of the UISP forum. Collaborate with municipalities on the implementation of the UISP. Forge and maintain good relations with key stakeholder in implementation of the UISP. Management of the staff.

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

POST 32/210 : **DEPUTY DIRECTOR: RAPID LAND RELEASE PROGRAMMES REF NO: REFS/014795 (X2 POSTS)**
(12 Months Contract)

SALARY : R744 255 per annum, (all – inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a National Diploma/Bachelor's degree qualification (NQF Level 7) in Public Administration/Management / Project Management or relevant and equivalent three year qualification. Five (5) years' experience at Junior Management Level in Infrastructure Project Management field. Possession of a valid driver's license.

DUTIES : Conduct research and benchmarks on the Rapid Land Release policies. Manage and ensure analysis of the Rapid Land Release relevant legislation. Develop provincial Rapid Land Release policies aligned to the national strategies. Develop Rapid Land Release implementation guidelines, processes and procedures. Manage the coordination of training and workshops on Rapid Land Release processes and procedures. Monitor the implementation and ensure compliance of the Rapid Land Release Norms and Standards. Develop/review the beneficiary allocation criteria for rapid land release programme Conduct needs analysis of the Rapid land release programme to inform the human settlements planning. Coordinate collation of qualifying beneficiaries from relevant business unit. Participate in the plenary activities involving serviced lands. Manage and establish the rapid land release programme database. Manage the development of the rapid land release programme strategy. Manage the development of the implementation plan. Manage and coordinate workshops with relevant stakeholder on the approved rapid land release programme implementation plan. Monitor and measure impact of rapid land release programme. Manage and ensure continuous reporting of the Rapid Land Release programme. Updated and maintained rapid land release programme database. Management of the staff.

ENQUIRIES : Ms A Mogaswa at 072 313 8052
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 32/211 : **ASSISTANT DIRECTOR: INVESTIGATIONS REF NO: REFS/014796**

SALARY : R382 245 per annum
CENTRE : Johannesburg
REQUIREMENTS : Matric plus an NQF (Level 6) or equivalent qualification in Public Management and/or related field of study (B-Tech will be an added advantage). 3 - 5 years' functional experience in fraud and corruption investigation. Possession of a

valid driver's license: Code C1. Knowledge and skills: Knowledge and understanding of investigation methodologies. Project Management, Report writing and Computer skills. Experience in performing complex investigations and forensic investigation analysis of financial documents. Proficiency in forensic techniques, including ability to develop and execute investigative work plans. Ability to analyse and recognise evidence in financial records and supporting source documents. Ability to reconstruct complex financial and or business transactions. Knowledge and understanding of criminal law processes and procedures, law of evidence, court procedures. Experience with working with law enforcement agencies like SAPS, NPA and SIU. Knowledge and understanding of Housing Legislation and Policy PFMA; and Protected Disclosure Act; and the Prevention and Combating of Corrupt Activities Act; Treasury Regulations and all other relevant prescripts. Membership of Association of Certified Fraud Examiners (ACFE) or a Certified Fraud Examiner will be an added advantage.

- DUTIES** : Assist to conducts diverse, complex, and sensitive investigations into issues of fraud and corruption within the organization. Assist to initiate investigation projects within the organization and provide plans and strategies on how to conduct investigations. Assist to provide reports and presentations of investigative results which enable and support fraud risk management decision-making. Assist to provide intricate liaison with law enforcement agencies in the investigation and prosecution of criminal matters. Assist to provide primary leadership, to include case review and case assignment, for all requests for investigative services.
- ENQUIRIES** : Ms A Mogaswa at 072 313 8052
- APPLICATIONS** : Please apply online at <http://professionaljobcentre.gpg.gov.za>

PROVINCIAL TREASURY

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.



- APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107.
- CLOSING DATE** : 12 September 2022 at 12H00
- NOTE** : Applications must be submitted on a duly New signed Z83 form, comprehensive CV, only shortlisted candidates will submit certified documents. To access the SMS pre-entry certificate course and for further details, please click on the Following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za Applications must be submitted on new z83 form, 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 recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. The copies of qualifications, ID, drivers' licence and relevant certificates need not be attached when applying for the post. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa when shortlisted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical

exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021, should an application be received using the incorrect application for employment (Z83) form, it will not be considered. Application forms must be placed in a box on the ground floor, clearly marked Gauteng Provincial Treasury. Treasury will not be held responsible for application placed in the wrong box. All applicants are required to fill the register as confirmation that they submitted their applications.

MANAGEMENT ECHELON

- POST 32/212** : **CHIEF DIRECTOR: SCM POLICY, NORMS & STANDARDS, GOVERNANCE, COMPLIANCE AND MONITORING & EVALUATION REF NO: GPT/2022/8/8**
Branch: Provincial Supply Chain Management
- SALARY** : R1 269 951 per annum, (all-inclusive package), consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE REQUIREMENTS** : Johannesburg
: A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Supply Chain Management or Public Administration or Finance or Law. 5 or more years of experience at senior management in the public sector, SCM Policy development.
- DUTIES** : To enforce compliance in SCM Norms and Standards and Provincial Open Tender Procedure; Management of the chief directorate; Oversight of open tender and procurement plans, monitor implementation and performance in departments and entities ensure efficient reporting; Oversight on policies, norms and standards, ensuring compliance and monitoring and evaluation of SCM GPG wide; Oversight on monitoring and tracking the implementation of SCM compliance assessment report; Oversight of irregular expenditure, progress by departments.
- ENQUIRIES** : Ms. B. Mtshizana Tel No: 011 227 9000

OTHER POSTS

- POST 32/213** : **LEGAL ADMINISTRATION OFFICER: LEGAL SERVICES REF NO: GPT/2022/8/9**
Directorate: Legal Services
- SALARY** : R378 990 per annum, (plus benefits)
- CENTRE REQUIREMENTS** : Johannesburg
: An LLB degree, with 8 years post qualification legal experience. Extensive experience in litigation, alternative dispute resolution mechanism, case analysis, court processes and application of court rules. In depth knowledge and understanding of the public sector regulatory and governance environment including, PFMA, MFMA, Treasury Regulations, B-BBEE Act, PPPFA, Constitution of the Republic of SA, POPIA PAIA, PAJA and PSA. Knowledge of Procurement and Supply Chain Laws, Public Administration Laws, Municipal Laws, Law of Contract, Public Finance Law, Labour Law Interpretation of Statutes, including provincial government policies, processes and procedures.
- DUTIES** : Manage the provision of effective and efficient legal services, advisory and regulatory compliance to the Department. Provide administrative support, reporting and developmental support of junior employees or interns in the legal services unit. Candidate must be computer literate, innovative and competent. They must have good communication and drafting skills; analytical and researching skills; presentation and reporting skills; leadership skills; ability to work in a team and under extensive pressure; problem-solving and have sound organising and planning skills.
- ENQUIRIES** : Ms. B. Mtshizana Tel No: 011 227 9000

POST 32/214 : **PRACTITIONER: STATUTORY DEDUCTIONS MANAGEMENT REF NO: GPT/2022/8/10**
 Directorate: Financial Governance

SALARY : R261 372 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Accounting or Finance. 1-2 years working experience in Finance /HR environment. Experience in BAS or SAP or PERSAL systems or any recognised financial management systems like Sage Pastel will be an advantage. Application of Relevant Legislations i.e. Income Tax; Unemployment Insurance Act; Public Financial Management Act (PFMA), Public Service Regulations Act and Treasury Regulations.

DUTIES : To provide operational duties in terms of compliancy to Tax legislations and effective management of statutory deductions related accounts; Tax Administration; Management of deductions accounts; Management of salary reversal control accounts; Management of ACB accounts; Management of salary inter-departmental balances; Implementation identify verification solution; UIF administration.

ENQUIRIES : Mr. Ben Diale Tel No: 011 227 9000

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 : 16 September 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 (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) or 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 32/215 : **DEPUTY DIRECTOR: HELPDESK REF NO: REFS/014439 (X3 POSTS)**
 Branch: Transport Services
 Re-advertisement and candidates who had applied may re-apply

SALARY : R744 255 per annum (Level 11), (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Applicants must be in possession of an appropriate National Diploma (NQF 6) or Degree (NQF 7), in Transport Management Public Management or Legal, with a minimum of 5 years' experience at a managerial or supervisory level. A related Post Graduate degree will be an added advantage. Knowledge and experience in the following fields are critical: Project Management, Legal and Public Transport. Knowledge and understanding of the following legislative prescripts are critical: National Land Transport Act No 5 of 2009 (NLTA) and its supporting regulations, Public Finance Management Act as amended and its Regulations, Public Service Act and Regulations, Basic Conditions of Employment Act. Competencies: Communication Skills (Verbal and written); Computer literacy with emphasis on Excel, MS Word, MS Projects and Power Point; Good liaison and team working skills; Proven administrative and organisational skills Good interpersonal, organization and planning skills; Valid Driver's License.

- DUTIES** : Manage the administration and verification of applications. Manage the administration of revenue collection. Manage the processing of applications and issuing operating licenses/ collection of operating licenses. Manage the process of preparing issued operating licenses. Provide support in the implementation of investigative and audit recommendations/ reports. Provide support in the implementation of antifraud and corruption strategies. Manage the resources of the component and perform generic management functions. Daily supervision of the sub-directorate. Contribute towards the finalisation of the Annual Performance Plan and Operational Plan. Provide input towards monthly and quarterly reports. Liaise with stakeholders. Facilitate and encourage staff development to meet the changing demands of the job.
- ENQUIRIES** : Ms. N. Dube Tel No: (011) 227 8304/05
- POST 32/216** : **DEPUTY DIRECTOR: ANTI-FRAUD AND CORRUPTION REF NO: REFS/014821 (X1 POST)**
Branch: HOD's Office
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), (all-inclusive package)
Johannesburg
Appropriate 3-year National Diploma (NQF 6) or Degree (NQF 7) qualification in Internal Audit or Bcom Degree/ Degree in Law and Certified as a Fraud Examiner. A minimum of 7 years' relevant experience in the Anti-fraud and Corruption environment of which 4 years must be at supervisory level. Proven experience in fraud assessment and development of anti-fraud and corruption strategy and policy. Understanding and knowledge of the investigation methodologies. Experience in the Public Service would be an added advantage. Valid driver's license. Competencies: Computer literacy especially the MS Office Suite Package. Ability to work under pressure and outside normal office hours. Ability to Multi-task and work with minimal supervision. Leadership skills: Analytical thinking, report writing, communication skill, people management, interview skills and conflict management.
- DUTIES** : Promote anti-fraud culture and attitude. Develop and timely implement anti-fraud policies, procedures and practices, Administration of fraud risk assessment. Prepare management reports to other oversight structures, Case management, Develop and implement anti-fraud and corruption awareness. Performing fraud detection and investigation including lifestyle investigations. Implement good governance practices and anti-corruption measures, Perform objective, fair and timely investigations. Plan, implement and manage field assignments. Work and collaborate with law enforcement agencies. Support law enforcement resources for prosecution.
- ENQUIRIES** : Ms. D. Kgage Tel No: (011) 355-7378