

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 34/198** : **CLINICAL MANAGER (MEDICAL) REF NO: HRM: 08/22 (X1 POST)**
Directorate: Clinical
- SALARY** : R1 191 510 per annum (plus benefits)
CENTRE : Sterkfontein Hospital
REQUIREMENTS : Appropriate qualification that allows for registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner (MBBCh) and proof of current HPCSA registration (2022-2023). A minimum of 3 years appropriate experience as Medical Officer after Registration with the HPCSA as Medical Practitioner. A Qualification in Health Management will be an added Advantage. Computer literate and a Valid Driver's Licence.
- DUTIES** : Reporting directly to the Chief Executive Officer. Act as overall Manager of Clinical Units and Allied staff. Participate in developing and implementing Operational Plans (including cost containment strategies) on laboratory services and average length of stay including down referrals. Ensure the coordination of all activities necessary for quality and efficient 24 – hour patient care. Assist in Clinical Care Audits and Risk Management Strategies in order to improve Patient outcome. Ensure adherence to relevant Health and Public Legislation including Patient Charter and Batho Pele Principles. Ensure compliance to the Ideal Hospital Framework and Six Ministerial Key Responsibilities. Manage efficiencies and reduce waiting times for forensic waiting list of observation and state patients. Develop of Training Programme for a Psychiatric Speciality Hospital. Manage resources Physical, Human and Finances).
- ENQUIRIES** : Mr. M.J. Mapunya Tel No: (011) 951-8257
APPLICATIONS : Application must be submitted on a fully completed new format Z83 (81/971431 www.dpsa.gov.za), accompanied by a detailed CV with at least two contactable references, to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
- CLOSING DATE** : 23 September 2022 at 12H00
- POST 34/199** : **MEDICAL SPECIALIST REF NO: SBAH 084/2022**
Directorate: General Surgery
(Two Year Contract)
Re-Advertisement
- SALARY** : Grade 1: R1 122 630 per annum, plus benefits
Grade 2: R1 283 592 per annum, plus benefits
Grade 3: R1 489 665 per annum, plus benefits
- CENTRE** : Steve Biko Academic Hospital
REQUIREMENTS : MBChB MMed (Surg) or FCS (SA) or equivalent. A valid registration with the HPCSA as an independent medical practitioner.
- DUTIES** : Act as a fellow in the division of surgical gastroenterology performing clinical, teaching and research tasks. Surgical gastroenterology case load. Management including clinics, wards and theatre. This appointment is on joint Gauteng Department of Health and Social Service and University of Pretoria

- medical establishment and thus the incumbent will have teaching and training duties involving undergraduate and postgraduate students and trainees in all the University of Pretoria Training platform hospitals. Furthermore all academic appointees are expected to engage in active research. A research degree will be a definite advantage. This will be a two years training contract.
- ENQUIRIES** : Prof TV Mulaudzi Tel No: 012 354 2099
- APPLICATIONS** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver`s license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 23 September 2022
- POST 34/200** : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES (X1 POST)**
Section: Primary Health Care
- SALARY** : R911 406 per annum, (all inclusive-package)
- CENTRE** : Sedibeng District Health Services
- REQUIREMENTS** : B. Pharm. qualification that allows registration with the South African Pharmacy Council (SAPC) as a pharmacist. Proof of current registration with SAPC. 5 years relevant experience as a pharmacist after registration with SAPC. Must have a driver`s license. Personal Profile: Excellent time management, organisational skills, communication skills, computer skills, listening skills, people management skills, teamwork skills, self-motivated and goal orientated, analytical and solution orientated, ability to thrive well under pressure, ability to efficiently communicate with personnel at various level.
- DUTIES** : Overall management of the pharmacy. Management of pharmacy budget. Management of procurement and distribution functions. Ensure availability and accessibility of medicines at all the health facilities. Management of HR related functions in the pharmacy. Implement and monitor compliance with institutional formulary. Facilitate rational use of medicines and monitor usage thereof. Implement Standard Operating Procedures. Ensure compliance to legislation.
- ENQUIRIES** : Ms. M. Moeketsi Tel No: (016) 950 6002
- APPLICATIONS** : Please quote the relevant reference number, direct applications to the HR Manager, Sedibeng DHS, Private Bag X023, Vanderbijlpark 1900 or Hand deliver at designated recruitment boxes next to security office Cnr. Frikkie Meyer & Pasteur BLVD.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disability are welcome to apply. Applications must be filled on a new Z83 form. Reference is made to Circular No5 of 2021. 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. Only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Applications must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointments will be verified with the South African Qualification Authority (SAQA). Candidates will be subjected security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment /fill the post. Candidates will be expected to be available for selection interview on the date, time and place determined by the Department of which practical's can be part of selection process. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any

		fees for applying for posts. Should you be asked for a fee, please let the authorities know by reporting to the nearest police station.
<u>CLOSING DATE</u>	:	23 September 2022
<u>POST 34/201</u>	:	<u>REGISTRAR (MEDICAL) REFS NO: SBAH 085/2022</u> Directorate: Public Health Medicine
<u>SALARY</u>	:	R833 523 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	MBChB. Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner. Proof of current HPCSA registration for April 2022/March 2023. Post-graduate qualification is an added advantage. South Africa citizen or permanent resident.
<u>DUTIES</u>	:	The incumbent will rotate at accredited training sites to gain practical exposure and work experience in the practice of Public Health medicine over 4 years. Rotations will be 6 months at a registered site supervised by a Public Health Medicine Specialist. Sites registered for training include GDoH Hospitals, District Health services, National Institute of Communicable Diseases (NICD), and National Institute of Occupational Health (NIOH). The successful candidate will be expected to participate in site-specific work-related activities which may include conducting overtime. The candidate will also be expected to participate in teaching, academic and research activities of the department. The University of Pretoria will facilitate the completion of the MMed in Public Health Medicine.
<u>ENQUIRIES</u>	:	Dr K Tshabalala Tel No: 012 354 1178
<u>APPLICATIONS</u>	:	Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	The application <u>must only include</u> a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver`s license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	23 September 2022
<u>POST 34/202</u>	:	<u>REGISTRAR (MEDICAL) REF NO: SBAH 086/2022</u> Directorate: General Surgery
<u>SALARY</u>	:	R833 523 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	MBChB or equivalent. A valid registration with the HPCSA as an independent Medical Practitioner.
<u>DUTIES</u>	:	The many and diverse functions of this position encompass aspects of patients care, education, research (should participate in original basic or clinical research) and counsel during surgery emergencies. The service aspect includes ensuring correct surgical treatment of patients. The academic programme will include patient case presentations, subject discussions and attendance of the post graduate programmes. The academic and training requirements include passing primary and intermediate exams of the University of Pretoria or College of Surgeons, final exit exams of the College and a research dissertation for University of Pretoria MMed (Chir).
<u>ENQUIRIES</u>	:	Prof T.V Mulaudzi Tel No: 012 354 2099
<u>APPLICATIONS</u>	:	Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	The application <u>must only include</u> a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver`s license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose

appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 23 September 2022

POST 34/203 : **MEDICAL OFFICER REF NO: SBAH 087/2022**
Directorate: Cardiology

SALARY : R833 523 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Under graduate with MBChB degree and completed a community service. Appropriate qualification that allows registration with the HPCSA as a medical practitioner. Registration with the HPCSA as Medical Practitioner and proof of registration. Ability to lead standardization of care inspirational to the health care team. Ability to lead a team of health care professionals with integrity and respect. Commitment to organizational value's and vision. Dedication to patient safety and quality of health care. Track record of fostering team work and collaboration among physicians. Excellent interpersonal skills.

DUTIES : Tracking and evaluating Clinical data. Evaluating the latest medical programs and research. Planning, implementing and directing a clinical service. Making program recommendations or revisions. Maintaining accurate documentations.

ENQUIRIES : Prof I.A Sarkin Tel No: 012 354 2277/1474
APPLICATIONS : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

CLOSING DATE : 23 September 2022

POST 34/204 : **MEDICAL OFFICER REF NO: HRM 7/22 (X1 POST)**
Directorate: Clinical

SALARY : R833 523 per annum
CENTRE : Sterkfontein Psychiatric Hospital
REQUIREMENTS : Appropriate qualification that allows for registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner (MBBCh) and proof of current HPCSA registration (2022-2023). Experience in and/or a post graduate qualification in HIV and TB management and Occupational Health will be an added advantage but is not compulsory.

DUTIES : To coordinate the general running of the HCT clinic of the hospital which involves clinical work, administration, and supervision. This will require close collaboration with the psychiatrist who is in charge of the HIV positive psychiatric patients, ward doctors, nurses, and administrative clerks. Liaising with stakeholders like the National Health Laboratory Services (NHLS), Employee Wellness program (EWP), Provincial Department of Health and the West Rand Health District. Patient care duties will involve management of HIV positive psychiatric patients admitted to Sterkfontein Psychiatric Hospital with the assistance of the Psychiatrist in charge of HIV positive psychiatric patients. To engage in staff clinic duties as follows- manage HIV positive staff members, manage staff emergency, acute, and chronic conditions, including family planning and the coordination for staff referred from other facilities to receive certain psychiatric medications at Sterkfontein Hospital. Management of HIV positive community members who follow up at Sterkfontein Hospital HCT clinic. Therefore application of the latest guidelines on HIV and TB. To engage in administrative and supervisory duties as follows-management of the filing system, ensure record keeping is up to standard, managing HIV medication dispensed to patients, coordinate patient visits to the psychiatrist clinic and execute orders, liaise with NHLS and manage NHLS related services such as bloods and pap smears. Assist with crisis management of diseases such as Covid-19. Serve on hospital committees as appointed.

ENQUIRIES : Professor U. Subramaney Tel No: (011) 951-8341

- APPLICATIONS** : Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Application must be submitted on a fully completed new format Z83 (81/971431 www.dpsa.gov.za), accompanied by a detailed CV only with at least two contactable references. The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
- CLOSING DATE** : 23 September 2022 at 12H00
- POST 34/205** : **ASSISTANT MANAGER NURSING (PHC) REF NO: EHD2022/09/11 (X1 POST)**
 Directorate: PHC
 This post is a re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R624 216 per annum, (plus benefits)
 : Ekurhuleni Health District (Phillip Moyo Chc & Daveyton Main CDC)
 : A Basic R425 qualification (i.e., Diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse Specialty and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties R48 (Clinical Nursing Science, Health Assessment, Treatment and Care) and R212 (Advanced Midwifery and Neonatal Science). A minimum of 10 years; appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management/supervisory level. Financial management and human resource management; Leadership, organizational, decision making and problem-solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation. Computer literacy is mandatory. Driver's license is essential.
- DUTIES** : To ensure that a comprehensive quality nursing treatment and care service is delivered to patients in a cost effective, efficient, and equitable manner by the facilities. To always ensure compliance to professional and ethical standards. Promote quality of nursing care and ethos as directed by the professional scope of practice and standards as determined by SANC. Facilitate provision of a comprehensive package of service at PHC level and ensure that the facilities adhere to the principles of Batho Pele. Ensure effective implementation of Service and Quality Improvement Plans, Occupational Health, and Safety as well as Quality Assurance Program etc. Ensure compliance with ideal clinic, clinical guidelines and protocols, norms and standards within the facilities. Adhere to Office of the Health Standard Compliance and ensure effective achievement on Ministerial Priorities, Ideal Clinic Compliance and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS); develop and implement staff training plan. Attend to grievances of staff and administer discipline; and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of day, weekly, monthly, quarterly and annual reports. Manage and implement COVID 19 guidelines. General administration

		duties and management soft skills is mandatory, Deputize the ESDR Deputy Manager when delegated.
<u>ENQUIRIES</u>	:	Ms NM Xaba Tel No: (011) 737 – 0746
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	23 September 2022
<u>POST 34/206</u>	:	<u>ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE) (PNB-4)</u> <u>REF NO: TDHS/A/2022/59 (X1 POST)</u> Directorate: Tshwane District Health Services (PHC)
<u>SALARY</u>	:	R624 216 - R702 549 per annum, (plus benefits)
<u>CENTRE</u>	:	Laudium CHC
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a Post basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with SANC plus A Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma) qualification of a minimum duration of one-year in Nursing Administration/Management obtained from a recognised and registered tertiary institution and similarly, recognised by SAQA. Post graduate qualification(s) in Health Care Services Management; Nursing Education and/or Neonatal Nursing Science (Advanced Midwifery) recognised by SAQA & where applicable; registrable with SANC will be added advantages. Current registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/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 management experience in either District Health Services or PHC Setting. Valid Driver's license is a requisite. Potential candidates should be computer-use competent in related modern-day functions & activities. Other Skills/Requirements: Knowledge of the application of the relevant statutes and policies governing the public service and nursing profession. Knowledge of the Performance Management and Development System. Knowledge and application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of the Batho-Pele principles, Patients' rights charter and quality assurance system. Well-developed communication, presentation, negotiation and research skills. Operational and people management skills. Ability to interact with diverse stakeholders and health users and givers. Facilitation and co-ordination skills. Problem solving, planning and organizing skills. Effective and competent use of modern-day technology to communicate and advance any other departmental mandates. Shortlisted Candidates will be assessed for computer competency as part of selection.

- DUTIES** : Responsive and accountable stewardship of District Health Services by overseeing to it that Annual Performance Plan targets are met by: Providing comprehensive District Health Services ranging from nursing services in mental health, maternal & child health, in-and out-patients, occupational, infection, environmental, rehabilitative, quality assurance and any associated care as may be deemed fit by the relevant authority (ies). Implement Batho-Pele principles, Patient Rights Charter. Ensure implementation of Quality Assurance determinations, including Ideal Health Facility Realisation Programme and Office of the Health Standards Compliance prescripts. Monitor development, implementation, monitoring and evaluation of Quality Improvement Plans Manage the development, implementation and updating of relevant Standard Operating Procedures. Ensure effective and efficient management of all resources. Be competent in data & information management Promote practice and compliance with ethical and professional expectations. Operate and manage relevant District Health Information Management Systems (DHIMS) Liaise the CHC with the Sub-District, District and all other essential stake-holders.
- ENQUIRIES** : Mr SR Makua Tel No: 012 451 9121 / 079 872 6077; Monday to Friday; 08h00 to 16h00
- APPLICATIONS** : Applications must be submitted to First Floor Reception; Tshwane Health District Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Streets, Pretoria; 0002. 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. A practical test and/or competency assessment where relevant, relating to key areas of knowledge and skills may form part of the selection process for this position
- CLOSING DATE** : 23 September 2022 at 15:00
- POST 34/207** : **ASSISTANT MANAGER (GENERAL) REF NO: HRM: 9/22**
Directorate: Nursing
- SALARY** : R571 242 per annum, (plus benefits)
- CENTRE** : Sterkfontein Hospital
- REQUIREMENTS** : Basic qualification accredited with 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. Must have Qualification in Nursing Administration or equivalent Health Management qualification from accredited institutions. A minimum of 8 years appropriate/recognizable experience in Psychiatric nursing after registration as Professional Nurse with the SANC, at least 3 years of the period referred to must be appropriate/recognizable experience in Management of a Psychiatric Unit. Knowledge of SCM and HRM procedures, the MHCA 17 of 2002, relevant Public Sector Legislative Framework. Strong management, leadership, sound interpersonal and good communication skills. Must have Computer literacy, a valid driver's license and current registration with SANC. Ability to drive and implement change and initiate projects to improve the rehabilitation of mental health care users.
- DUTIES** : To supervise comprehensive, quality nursing care programs according to the needs of the patient based on Batho Pele Principles; Patients' Rights Charter and National Core Standards. Manage effectively the utilization and supervision of resources and assist in recruitment and mentoring of nurses. Develop nursing protocols and procedures to enhance quality nursing care and management. Ensure effective implementation of the HR and SCM policies in line with the strategic and operational plans e.g. of the institution. Active involvement in hospital committees and teams e.g. quality assurance. Take

extra-mural assignments as may be delegated by the Nursing Service Manager or CEO. Assist in career planning and development of nursing staff. Conduct clinical audits at the wards and implement quality systems to correct identified service challenges. Relieve the Nursing Service Manager in her absence. Take charge of the hospital during the day, night, public holidays and weekends.

ENQUIRIES
APPLICATIONS

: Ms. Sono Tel No: 011 951-8202
: Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

NOTE

: Application must be submitted on a fully completed new format Z83 (81/971431 www.dpsa.gov.za), accompanied by a detailed CV only with at least two contactable references. The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.

CLOSING DATE

: 23 September 2022 at 12H00

POST 34/208

: **OPERATIONAL MANAGER (SPECIALTY) PNB 3 REF NO: HRM 10/22 (X1 POST)**

Directorate: Nursing

SALARY
CENTRE
REQUIREMENTS

: R571 242 - R642 933 per annum, (plus benefits)
: Sterkfontein Hospital
: Appropriate Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council as a Professional Nurse. A one year post basic qualification in Advanced Psychiatry which is accredited by SANC. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least five years of the period above must be appropriate/recognisable experience in Psychiatry after obtaining the advanced psychiatric qualification. Proof of current registration with SANC. Good interpersonal, communication and leadership skills. Knowledge of the Mental Health Care Act, Criminal Procedure Act PFMA, Public Sector Regulations, Regulated Norms and Standards and other legislative framework. Must be Computer literate and have a valid driver's license.

DUTIES

: Deputize for Nursing managers in their absence and take charge of the hospital after hours, at night, during weekends and public holidays. Demonstrate basic understanding of Human Resource Policies and practices through effective implementation of PMDS, Disciplinary Code, leave management and Supply Chain Management Procedures. Ensure effective, efficient coordination and integration of quality specialised nursing care and management of complex psychiatric cases through implementation of advanced procedures and nursing interventions that are in accordance with the developed care plan and best practice standards. Compliance to Batho Pele Principles, Mental Health Care Act procedures and Quality Assurance Standards. Drive the implementation of the National Nursing Strategy. Participate in hospital committees, training, coaching and mentoring of young nurses.

ENQUIRIES
APPLICATIONS

: Ms. Sono Tel No: 011 951-8202
: Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

NOTE

: Application must be submitted on a fully completed new format Z83 (81/971431 www.dpsa.gov.za), accompanied by a detailed CV only with at least two contactable references. The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3)

months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.

- CLOSING DATE** : 23 September 2022 at 12H00
- POST 34/209** : **OPERATIONAL MANAGER (PNB3) (X2 POSTS)**
- SALARY** : R571 242 per annum, (plus benefits)
- CENTRE** : Randvaal Clinic and Dr Helga Kuhn Clinic
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least one year, accredited with the SANC in one of the specialties in Primary Health Care. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Must have a driver's license. Personal Profile: Excellent time management, organisational skills, communication skills, computer skills, listening skills, people management skills, teamwork skills, self-motivated and goal orientated, analytical and solution orientated, ability to thrive well under pressure, ability to efficiently communicate with personnel at various level.
- DUTIES** : Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial, or religious differences. Able to manage own work, time, and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.
- ENQUIRIES** : Ms M. Moeketsi Tel No: (016) 950 6002
- APPLICATIONS** : Please quote the relevant reference number, direct applications to the HR Manager, Sedibeng DHS, Private Bag X023, Vanderbijlpark 1900 or Hand deliver at designated recruitment boxes next to security office Cnr. Frikkie Meyer & Pasteur BLVD.
- NOTE** : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disability are welcome to apply. Applications must be filled on a new Z83 form. Reference is made to Circular No 5 of 2021. 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. Only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Applications must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointments will be verified with the South African Qualification Authority (SAQA). Candidates will be subjected security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment /fill the post. Candidates will be expected to be available for selection interview on the date, time and place determined by the Department of which practical's can be part of selection process. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender

will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know by reporting to the nearest police station.

- CLOSING DATE** : 23 September 2022
- POST 34/210** : **CLINICAL PROGRAMME COORDINATOR REF NO: TDHS /A/2022/60 (X1 POST)**
Directorate: Quality Assurance
- SALARY CENTRE REQUIREMENTS** : R450 939 - R507 531 per annum, benefits
: Tshwane Health District Services
: Senior/Matric/or Grade 12 certificate. A relevant 4-years tertiary or equivalent qualification in Nursing. Current registration with the South African Nursing Council plus Post Basic qualification with duration of at least 1 year in Primary Health Care accredited with the SANC plus computer-use literacy / competency. At least 7 years' experience in District Health System / Primary Health Care setting after obtaining the basic nursing qualification. Be in possession of at least a valid Code B driver's license. Possession of the following are added advantages: Certificate or similar in Quality Management/Assurance; Research Methodology; Monitoring & Evaluation; DHIS; Customer Care and/or Batho Pele Principles; Post Basic qualification with a minimum duration of 1-year in Nursing Administrating/Management or Post Basic qualification with a minimum duration of 1-year in Health Care Services Management obtained from recognised and registered tertiary institution(s) and recognised by SAQA. Other Skills / Requirements: Demonstration of insight and understanding of the District Health services and operations, insight and understanding of National Health Act, Public Service Act and Regulations, Public Finance Management Act and other relevant and applicable legislative frameworks in the current Health Services climate and developments, ability to work independently, aptitude to pay attention to detail, commitment to being responsible and accountable, willingness work under pressure, which includes working beyond normal office hours and extensive travelling; be computer-literate and a team-builder. Excellent listening, thinking, communication, report writing negotiating, problem-solving, conflict handling, decision-making, judgment, presentation, leadership, project management, analytical, technical, statistical, innovation, time management, and interpersonal skills are essential for this position. Shortlisted candidates will be assessed for computer-use literacy / competency on the day of the interview.
- DUTIES** : Overall provision of APP-aligned Total Quality Management services to the District and all its facilities by: Overall monitoring, investigating, evaluating, recording and reporting on complaints management. Effective clinical & non-clinical risk management by monitoring, investigating, evaluating, recording and reporting on Patients' Safety Incidents. Improve effectiveness of system operations through monitoring and reporting on patients' waiting times. Monitor, evaluate, record and report on customer satisfaction by planning & conducting annual surveys on Patient Experience of Care that comply with prescripts. Facilitate conduction of and reporting on Ideal Health Facility Realisation assessments in line with existing and approved legal prescripts. Provide support to all District entities on matters pertaining to Norms and Standards by Office of Health Standards Compliance. Facilitate conduction of and reporting on Clinical Records Audits. Operate and manage relevant data systems. Monitor development, implementation, monitoring and evaluation of Quality Improvement Plans. Become liaison between the district and all other essential stake-holders.
- ENQUIRIES** : Mr SR Makua Tel No: 012 451 9121 / 079 872 6077; Monday to Friday; 08h00 to 16h00
- APPLICATIONS** : Applications must be submitted to First Floor Reception; Tshwane Health District Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Streets, Pretoria; 0002. 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. A practical test and/or competency assessment where relevant, relating to key areas of knowledge and skills may form part of the selection process for this position.

- CLOSING DATE** : 23 September 2022 at 15h00
- POST 34/211** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 REF NO: EHD2022/09/12 (X1 POST)**
 Directorate: HAST
 Re-advertisement, applicants who applied previously are encouraged to re-apply
- SALARY CENTRE REQUIREMENTS** : R450 939 – R507 531 per annum, (plus benefits)
 : Ekurhuleni Health District (SSDR)
 : Basic R425 qualification i.e. Diploma / Degree in Nursing that allows registration with SANC. A minimum of 7 years appropriate experience in Nursing after registration as a Professional Nurse. Current proof of registration with SANC. A valid driver's license is essential. Experience in TB, HIV and AIDS and STI programme management. Evidence of HAST Trainings courses attended. Computer literacy is essential. Skills (Interpersonal, good communication and report writing).
- DUTIES** : Implementation of the HAST strategic plan in line with the 90 90 90 HIV and TB strategy. Improving access to HIV and TB services through routine HTS, TB screening, GeneXpert + PCR testing. Coordination of PMTCT Program within the sub district. Implementing quality assurance to HIV, DS-TB and DR-TB programme to ensure sustained viral suppression and cure rates. Liaison with HIV partners and municipality to improve service delivery. Implementation of integrated health information system for HAST (DHIS / Tier.net and EDRweb). Community mobilization and NGO support with focus on key populations / condom distribution and VMMC services. Conducting quarterly reviews for performance monitoring at Sub District level. Manage human, financial and physical resources for HAST at sub district and prepare sources documentation for audit purposes. Report writing and presentation at Sub District and District level.
- ENQUIRIES APPLICATIONS** : Ms S.A Motloung Tel No: (011) 876 1820
 : 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 Z83 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** : 23 September 2022

- POST 34/212** : **OPERATIONAL MANAGER REF NO: ODI/29/08/2022/ 01**
- SALARY** : R450 939 per annum, (plus benefits)
- CENTRE** : Odi District Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e. Diploma /Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional Nurse. Registration with SANC as a Professional Nurse. A minimum of 07 years appropriate/recognisable experience in Nursing after registration as PN with the SANC.
- DUTIES** : Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing. Work as part of a multi-disciplinary team to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectually, cultural, racial or religious differences. Able to manage own work, time and that of subordinates to ensure proper nursing service. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the principles of Batho-Pele are adhered to. Able to develop contacts, build and maintain a network of professional relations to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ensure supportive supervision during the night. Have knowledge of ideal hospital realisation framework. To relieve Area Manager and be able to work shifts.
- 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** : 23 September 2022
- POST 34/213** : **PROFESSIONAL NURSE GRADE 1 (SPECIALTY) CHILD NURSING SCIENCE REF NO: ODI/29/08/2022/03 (X1 POST)**
- SALARY** : Grade 1: R388 974 – R450 939 per annum, (plus benefits)
- CENTRE** : Odi District Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e. Diploma/ Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A post basic nursing qualification, with a duration of at least one year, accredited with the SANC in terms of Government Notice No R212 in Child Nursing Science. A minimum of 04 years appropriate / recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC.
- DUTIES** : Rendering a holistic specialised nursing care to patients as a member of the multidisciplinary team. Maintain Infection Prevention and control standards. Effective utilisation of resources. Participate in training and research. Demonstrate effective communication with patients, supervisors, patients and other health professionals. Promotions of professionalism and adherence to nursing professional ethics. Perform nursing administrative and relieving the Operational Manager. Implement ideal hospital framework. Must be willing to work day and night duty shift.
- 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.
23 September 2022

CLOSING DATE

POST 34/214

PROFESSIONAL NURSE GRADE 1 (SPECIALTY) PN-B1 ADVANCED MIDWIFERY AND NEONATAL NURSING SCIENCE REF NO: ODI/29/08/2022/04 (X1 POST)

SALARY

CENTRE

REQUIREMENTS

Grade 1: R388 974 – R450 939 per annum, (plus benefits)
Odi District Hospital
Basic R425 qualification (i.e. Diploma/ Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A post basic nursing qualification, with a duration of at least one year, accredited with the SANC in terms of Government Notice No R212 in Advanced Midwifery, Neonatal Nursing Science will be an added advantage. A minimum of 04 years appropriate / recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC.

DUTIES

Support the district commitment to reduce maternal morbidity and mortality. Provision of high quality, holistic antenatal, intrapartum, and post-natal care including neonatal care. Ensure nursing is provided within the scope of practice and the legal framework. Implement obstetric priority programs, EMTCT, MBFI, ESMOE. Ensure safe pre-operative and post-operative nursing practices to prevent maternal mortality including adherence to nursing principles of Infection Prevention and Control. Promotion of professionalism and adherence to nursing professional ethics. Rendering a holistic specialised nursing care to patients as a member of the multidisciplinary team. Maintain infection prevention and control standards. Effective utilisation of resources. Participate in training and research. Demonstrate effective communication with patients, supervisors, and other health professionals. Perform nursing administrative and relieving the Operational Manager. Implement ideal hospital framework. Must be willing to work day and night duty shift.

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

POST 34/215

PROFESSIONAL NURSE GRADE 1 SPECIALTY (OPERATING THEATRE NURSING SCIENCE) REF NO: ODI/29/08/2022/05 (X1 POST)

SALARY

CENTRE

REQUIREMENTS

Grade 1: R388 974 – R450 939 per annum, (plus benefits)
Odi District Hospital
Basic R425 qualification (i.e., Diploma/ Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A post basic nursing qualification, with a duration of at least one year, accredited with the SANC in terms of Government Notice No R212 in Operating Theatre Nursing Science. A minimum of 04 years appropriate / recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC.

DUTIES

Provision of high-quality nursing care, Pre-Operative and Post-Operative Nursing Care, prepare Theatre, Medical Equipment, and consumables according to booked Operations. Ability to liaise with different units for Pre-Operative and Post-Operative patient optimization including pre-Operative visits as indicated and post-Operative management. Adhere to basic principle of Infection Prevention and Control. Ensure that Nursing care provided is within the scope of practice of nurses and legal framework. Display Professionalism and adherence to nursing professional leading ethics. Ability to perform nursing administrative duties including shift leading and relieving the Operational

		Manager including CSSD supervision. Must be willing to work day and night shift. Have knowledge of Ideal Hospital Realisation Framework.
<u>ENQUIRIES</u>	:	Ms Ntsie EP Tel No: (012) 725 2312
<u>APPLICATIONS</u>	:	Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane, 0190.
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	23 September 2022
<u>POST 34/216</u>	:	<u>PROFESSIONAL NURSE SPECIALTY PNB 1 & 2 REF NO: REFs/ 014885</u> Directorate: Nursing
<u>SALARY</u>	:	Grade 1: R388 974 - R450 939 per annum, (plus benefits) Grade 2: R478 404 - R588 390 per annum, (plus benefits)
<u>CENTRE</u>	:	Dr. George Mukhari Academic Hospital: (Child Nursing Science, Advanced Paediatric and Neonatal Nursing Science, Advanced Midwifery and Neonatal Nursing Science, Intensive Care Nursing Science, Operating Theatre Nursing Science, Trauma and Emergency Nursing Science, Orthopaedic Nursing Science, Ophthalmology Nursing Science, Oncology Nursing Science, Advanced Psychiatric Nursing Science and Nephrology Nursing Science) (X18 Posts)
<u>REQUIREMENTS</u>	:	A Basic R425 qualification (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in one of the specialties stated above. Grade 1: A minimum of four (4) years appropriate/ recognisable experience in Nursing after registration as Professional Nurse with the South African Nursing Council (SANC) in General Nursing. PNB2. Grade 2: A minimum of 14 years appropriate/recognisable experience in Nursing after registration with SANC as a Professional Nurse. At least ten (10) years of the period referred to above must be appropriate/recognisable experience in Nursing after obtaining the one (01) year Post basic qualification in the relevant Speciality. Preference will be given to Dr George Mukhari Academic Hospital employees.
<u>DUTIES</u>	:	Perform a clinical nursing practice in accordance with the scope of practice and required nursing standards. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Promote quality of nursing care as directed by professional scope of practice and standards as determined by the relevant health facility. Able to plan and organise own work and ensure proper nursing care. Promote and provide quality Nursing care. Knowledge of all relevant guidelines and professional standards. Display good professional conduct. Demonstrate effective communications with patients, supervisors and other stake holders including report writing when required. 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 proper treatment and care including awareness and willingness to respond to patient's needs, requirements, and expectations.
<u>ENQUIRIES</u>	:	Ms. FF Mafisa Tel No: 012 529 3873
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	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. 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 DATE** : 23 September 2022, closing time will be 12h00 on the closing date.
- POST 34/217** : **PN B1 (PN SPECIALTY FOR CETU) REF NO: HRM 11/22**
Directorate: Nursing Services
- SALARY CENTRE REQUIREMENTS** : R388 974 – R450 939 per annum, (plus benefits)
: Sterkfontein Hospital
: Diploma/Degree in Nursing or equivalent qualification in nursing that allows registration with SANC as a Professional Nurse. Must have a post basic qualification in Psychiatric Nursing (Advanced Psychiatry). A post basic qualification in Nursing Education will be an added advantage. Proof of current registration with SANC. A minimum of 8 years' experience in nursing after registration as a Professional Nurse, 4 years of the period must be recognizable experience in Psychiatric or Mental Health Nursing. Must have a minimum of one-year experience in clinical teaching or staff development setting. Must be computer literate (Microsoft word, power point and excel as well as good presentation skills), effective communication skills, problem solving and program development. Must have a valid driver's license. Knowledge of the Mental Health Care Act, Child Justice Act, Criminal Procedure Act and Ideal hospital framework.
- DUTIES** : Facilitate, co-ordinate and assess nursing personnel learning needs in both theory and practice to promote sustainable growth and skills development. Take leadership in evidence-based to practice. Development and facilitation of skills development program for all nursing categories. Active participation in hospital committee's e.g Skills Development and Employment Equity. Collaboration with Nursing Educational Institutions and active participation in nursing education stakeholders' forums and multidisciplinary settings. Exercise control over students' allocation and movements. Co-ordination of student nurses' activities in the hospital. Champion the ethics and skills development program within the institution. Assist with strategies of reducing ethical cases in Nursing. Orientation and induction of newly employed personnel, ensuring of a sustainable coaching and mentoring program. Implement and monitor compliance with Gauteng Continuous Professional Development Model. Active participation in the training of nurses on psychiatric rehabilitation groups and other skills needed for management of Mental Health Care Users.
- ENQUIRIES APPLICATIONS** : Ms M. Sono Tel No: (011) 951-8202
: Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Applications must be submitted on fully completed new format Z83 (81/971431 www.dpsa.gov.za), accompanied by a detailed CV only with at least two contactable references. The department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies) If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by occupational health and safety act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
- CLOSING DATE** : 23 September 2022 at 12h00

POST 34/218 : **PROFESSIONAL NURSE SPECIALTY (PNB1) CRITICAL CARE TRAUMA**
REF NO: JUB25/2022
Directorate: Nursing

SALARY : R388 974 – R450 939 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government notice R425 (i.e Diploma /Degree in Nursing, or equivalent qualification that allows registration with the SANC as a professional Nurse plus a post basic qualification Diploma in critical care-trauma with at least 1 (one) duration accredited with SANC in terms of Government Notice No R212 in the relevant specialty. A minimum of 4 years appropriate/recognizable experience in General Nursing and Midwifery. Have good verbal and written communication skill. Sound interpersonal relationship and teamwork. Report writing skills and problem -solving Skills.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within the legal framework. Have knowledge and skills in identifying life threatening problems, prioritizing the urgency of care, and performing resuscitative measures and other treatment. Address injury prevention initiative on secondary and tertiary level. Have broad clinical Knowledge, demonstrate sound judgement and initiative appropriate management, urgent to non-urgent, in time critical and after overcrowded, chaotic environment. Collaborate with the multi – disciplinary team to assess, diagnosed, priorities, stabilize and transfer or discharge a patient population that encompasses the whole human life span. Contribute towards improving knowledge by conducting research.

ENQUIRIES : Ms Aphane K.J Tel No: (012) 717 9300
APPLICATIONS : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, 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. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

CLOSING DATE : 23 September 2022, 15:00

POST 34/219 : **PROFESSIONAL NURSE OPERATING THEATRE (SPECIALTY) PNB REF**
NO: JUB26/2022 2 (X3 POSTS)
Directorate: Nursing

SALARY : R388 974 – R478 404 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Matric certificate or equivalent. Basic qualification accredited with SANC in terms of Government Notice R425 i.e. (Diploma/Degree in Nursing or equivalent qualification that allows registration with the SANC as a professional Nurse) plus a post basic qualification in operating Theatre Nursing Science accredited with SANC. A minimum of 4 years appropriate/recognizable experience as professional Nurse. Understanding the Nursing legislation and related legal and ethical Nursing Practice. Ability to perform clinical nursing practice in accordance with the scope of practice and Nursing Standards. Good communication and interpersonal skills. Knowledge of Code of conduct and labour related policies. Able to work as a team.

DUTIES : Render an optimal holistic specialized nursing care provided within the set of standards and professional/legal framework as a member of the disciplinary team. Provide a safe therapeutic environment that allows for safe nursing care as per Nursing Act, Ideal hospital framework and other applicable prescripts. Evaluate manage patient care and proper handling of instruments. Work collaboratively with surgeons, anesthetists to meet the needs of the patient

		during theatre. Supervise in CSSD. Participate in meeting and workshops that are assigned by supervisor. Ensure machinery and equipment's are checked and reported daily for functionality and meeting the standards.
<u>ENQUIRIES</u>	:	Ms Aphane K.J Tel No: (012) 717 9300
<u>APPLICATIONS</u>	:	Documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
<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.General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
<u>CLOSING DATE</u>	:	23 September 2022 at Time: 15:00
<u>POST 34/220</u>	:	<u>OCCUPATIONAL THERAPIST (X2 POSTS)</u> Section: Mental Health
<u>SALARY</u>	:	R322 746 per annum, (plus benefits)
<u>CENTRE</u>	:	Sedibeng District Office and Lesedi Sub-District
<u>REQUIREMENTS</u>	:	Bachelor Degree Occupational Therapist, that allows registration with HPCSA. Proof of registration with the council. Experience in mental health will be an added advantage. Good communication skills. Must have a valid drivers' license.
<u>DUTIES</u>	:	Provide occupational therapy services to mental health users. Execute optimal and evidence based occupational therapy intervention for individuals and group treatment for mental health patients. Develop rehabilitation programmes for patients. Participate in admissions, transfers, and placements of mental health users to relevant institutions. Execute departmental related administrative tasks. Implement the departmental policies on mental health. Participate in the multidisciplinary teams.
<u>ENQUIRIES</u>	:	Mr. N. Mbele Tel No: 016 950 6143
<u>APPLICATIONS</u>	:	Please quote the relevant reference number, direct applications to the HR Manager, Sedibeng DHS, Private Bag X023, Vanderbijlpark 1900 or Hand deliver at designated recruitment boxes next to security office Cnr. Frikkie Meyer & Pasteur BLVD.
<u>NOTE</u>	:	The appointed employee will be subjected to Personnel Suitability Checks and Medical surveillance at no cost to the applicant. People with disabilities are welcome to apply. Applications must be filled on a new Z83 form. Reference in made to Circular No5 of 2021. 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. Only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Applications must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointments will be verified with the South African Qualification Authority (SAQA). Candidates will be subjected security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment /fill the post. Candidates will be expected to be available for selection interview on the date, time and place determined by the Department of which practical's can be part of selection process. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know by reporting to the nearest police station.
<u>CLOSING DATE</u>	:	23 September 2022

<u>POST 34/221</u>	:	<u>CLINICAL TECHNOLOGIST REF NO: SBAH 088/2022</u> Directorate: Cardiology
<u>SALARY</u>	:	R322 746 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	B-Tech Clinical Technology: registration with the Health Professional Council of South Africa as a Clinical Technologist in the specialized category Cardiology. HPCSA registration must be an Independent/ Private Practice Practitioner. Professional person with integrity and ability to perform well under pressure. Self-driven, good communication, presentation and interpersonal skills. Computer literate.
<u>DUTIES</u>	:	Clinical service rendering in a multi-disciplinary Cardiology team. After-hour emergency standby and call-out for emergency procedures. Effectively perform diagnostic and therapeutic procedures on patients. Effectively perform clinical technology quality control procedures, including the management, calibration and sterilization of medical equipment and clinical supplies; ensuring effective and efficient utilization of resources in the workplace. Supervise and train clinical technology students.
<u>ENQUIRIES</u>	:	Prof I.A Sarkin Tel No: 012 354 2277/1474
<u>APPLICATIONS</u>	:	Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	The application <u>must only include</u> a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver`s license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	23 September 2022
<u>POST 34/222</u>	:	<u>SOCIAL WORKER REF NO: 2022/09/23 (X2 POSTS)</u> Section: Mental Health Programmes
<u>SALARY</u>	:	Grade 1: R261 456 per annum, plus benefits Grade 2: R321 546 per annum, plus benefits Grade 3: R389 991 per annum, plus benefits
<u>CENTRE</u>	:	Sedibeng District Health Services
<u>REQUIREMENTS</u>	:	Bachelor Degree/ Diploma Social Work, that allows registration with the South African Council for Social Services Profession (SACSSP) as a social worker. Proof of current registration with SACSSP. Grade 1: no experience. Grade 2: A minimum of 10 years appropriate experience in social work after registration with the council. Grade 3 A minimum of 20 years appropriate experience in social work after registration with the council.
<u>DUTIES</u>	:	Render a social work service about the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities. Produce and maintain records of social work interventions, processes and outcomes. Liaise/attend meetings with other departments and non-governmental institutions to take cognisance of the latest developments in the relevant fields. Perform all the administrative functions required of the job.
<u>ENQUIRIES</u>	:	Mr N. Mbele Tel No: (016) 950 6143
<u>APPLICATIONS</u>	:	Please quote the relevant reference number, direct applications to the HR Manager, Sedibeng DHS, Private Bag X023, Vanderbijlpark 1900 or Hand deliver at designated recruitment boxes next to security office Cnr. Frikkie Meyer & Pasteur BLVD.
<u>NOTE</u>	:	The appointed employee will be subjected to Personnel Suitability Checks and Medical surveillance at no cost to the applicant. People with disabilities are welcome to apply. Applications must be filled on a new Z83 form. Reference in made to Circular No5 of 2021. 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. Only shortlisted candidates will receive communication from HR to submit certified copies not older than 6 months on or before the day of the interview. Applications must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointments will be verified with the South African Qualification Authority (SAQA). Candidates will be subjected security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment /fill the post. Candidates will be expected to be available for selection interview on the date, time and place determined by the Department of which practical's can be part of selection process. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know by reporting to the nearest police station.

- CLOSING DATE** : 23 September 2022
- POST 34/223** : **PROFESSIONAL NURSE (NIMART TRAINED) GRADE 1 REF NO: ODI/29/08/2022/ 02 (X1 POST)**
- SALARY** : Grade 1: R260 760 – R302 292 per annum, (plus benefits)
Grade 2: R320 703 – R368 307 per annum, (plus Benefits)
Grade 3: R388 974 – R492 756 per annum, (plus benefits)
- CENTRE REQUIREMENTS** : Odi District Hospital
Basic R425 qualification (i.e. Diploma /Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional Nurse. Midwifery qualification will be an added advantage. Registration with the SANC as a Professional Nurse and proof of current registration. A **Grade 1:** (0-09 years), **Grade 2:** (10-19 years) and **Grade 3:** (20 years and above) appropriate recognisable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Must be MINART trained and must have worked in an ART clinic for a minimum of 2 years. Knowledge of HIV/AIDS, DR-TB and DS-TB, MMC guidelines and policies. Computer literacy. Understanding and knowledge of DHIS of Wed and Tier.net software.
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Ensure effective management of the HAST programme, monitoring, validate and analyse data from DHIS web and Tie.Net software. Improve HIV and TB screening within the hospital. Participate in the planning and organize of World Aids Day, HIV/TB awareness campaigns to improved case detection and linkage to care. Coordinate monthly and quarterly reports for submission to Sub district and District. Validation, verify and analyse data prior to submission to the next level. Attend Sub district, District and Provincial meetings as required. Ensure team work and quality management in the HAST programme. Support and guide nurses on both programme policies and guidelines. Promote quality nursing care as directed by the scope of practice and standard as determined by the relevant health facility. Be able to observe ethics in terms of patient confidentiality. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Application and knowledge of Ideal Hospital Realisation Framework, Batho Pele Principle. Our Values and I Care for You, including 6 Ministerial Priorities.
- 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** : 23 September 2022
- POST 34/224** : **PROFESSIONAL NURSE GENERAL (DAY & NIGHT) REF NO: HRM 12/22 (X11 POSTS)**
Directorate: Nursing Services
- SALARY** : R260 760 – R302 292 per annum, plus benefits Dependent on the years of experience according to OSD
- CENTRE** : Sterkfontein Psychiatric Hospital
- REQUIREMENTS** : Grade 12, Basic R425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse, must have basic psychiatric qualification. Knowledge of Mental Health Care Act, Criminal Procedure Act and Child Justice Act. Proof of Current registration with SANC. Computer literacy and Driver's license will be an added advantage. Preferably males. Passion for working with psychiatric patients. Experience in psychiatry will be an added advantage. Presentation and leadership skills, problem solving, Stress Tolerance and self-confidence, innovative, creative and project management skills. Infection Prevention & Control Management of HIV/AIDS patients. Only Male Professional Nurses due to the needs of the patients.
- DUTIES** : Provision of optimal, holistic, specialized nursing care with set standards and within a profession/legal framework. Provision of treatment and care to patients within the designated specialty unit, in a cost effective, efficient and equitable manner. Will be a shift leader that is responsible for planning, organizing, coordinating and supervising whilst ensuring that all quality patient care standards are implemented. Promoting professionalism and leading by example at all times. Demonstrate effective communication with patients, supervisors and other clinicians including report-writing when required. Demonstrate an understanding of nursing legislation including nursing strategy and ethical nursing practices. Knowledge of Batho-Pele principles, Relevant Legislations, Regulations, Policies and Patient's Right Charter. Coordinate projects when delegated. Expected to serve in Hospital Committees to achieve Hospital goals and act in the capacity of Operational Manager when delegated to do so. NB: Kindly note that Sterkfontein Hospital does not have accommodation.
- ENQUIRIES** : Ms. M. Sono Tel No: (011) 951 8202
- APPLICATIONS** : Applications must be submitted on a Z83 form with a C.V, certificate registration of SANC, and proof of current registration (Receipt) to be attached, to Sterkfontein Psychiatric Hospital, Private Bag x2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies) If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
- CLOSING DATE** : 23 September 2022 at Time: 12h00
- POST 34/225** : **PHARMACIST ASSISTANT POST BASIC GRADE 1 REF NO: JUB27/2022**
Directorate: Pharmacy
- SALARY** : R211 509 – R238 260 per annum
- CENTRE** : Jubilee District Hospital

- REQUIREMENTS** : Senior Certificate /Grade 12, Post Basic pharmacist assistant qualification or equivalent qualification. Registration with the South African pharmacy council as a pharmacist assistant post Basic. Proof of current annual fees. Relevant experience as a pharmacist Assistant post Basic of less than five years. Computer literacy will be an added advantage.
- DUTIES** : The incumbent of the post will work under direct/indirect supervision of a pharmacist. Issue medication to patients and awards as per prescription. Distribution of stock to patients and wards. Repacking, informing patients on the correct use of medicine. Receive, read and check prescriptions for legality, authenticity and validity. Stock control which includes receiving, issuing and maintenance of stock, bulk compounding of stock in accordance with Good Manufacturing practice and standard Operating procedures. Advice and support patients and other health care professionals regarding pharmaceutical issues. Networking with all relevant stakeholders.
- ENQUIRIES APPLICATIONS** : Ms Mokhele C.K Tel No: (012) 717 9300
: documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, 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. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 23 September 2022 at Time: 15:00
- POST 34/226** : **MATERIAL RECORDING CLERK REF NO: JUB 28/2022**
Directorate: Supply Chain Management (Warehouse)
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum
: Jubilee District Hospital
: Grade 12 Certificate with 1 year working experience in any of Supply Chain Management Sections namely, (Demand Management, Acquisition, Logistics Transit, Warehouse & Asset Management) or BCom / National Diploma in Supply Chain Management / Logistics with 6 months working experience. Must be computer literate, driver's license would be an added advantage, good understanding of Supply Chain Policy, PAS 1, PAS 2, PFMA, Treasury regulations, BBBEE, PPPFA, Inventory Management and Contract Management Policy. Other Skills Required: Ability to work under pressure and good interpersonal skills. Problem solving skills, creativity and analytical skills. Good communication skills both verbal and written. Teamwork, Organizing, Coordination and time management.
- DUTIES** : Provide Supply Chain Management administrative support to the Hospital as follows: Warehouse Management: Receiving, checking, recording and storing of incoming stock. Picking, packing using FIFO method. Collecting and Issuing of stock. Updating of bin cards and ledgers for all warehouse stock commodities. Compiling of RLS01 for stock replenishment. Participate in take projects. Assist in general Warehouse duties. Perform any other duties delegated by Supervisors. Handle external and internal queries. Assist with general office duties within the Supply Chain Management environment.
- ENQUIRIES APPLICATIONS** : Ms N.E Mbiyozo Tel No: (012) 717 9333
: documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, 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. General Information: Short-listed candidates must be available for interviews at a date

and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

CLOSING DATE : 23 September 2022 at 15:00

POST 34/227 : **FINANCE CLERK REF NO: ODI/29/08/2022/12**

SALARY : R176 310 per annum, (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : Grade 12 certificate with 2 year's relevant experience in Finance /Revenue collection. National Diploma/ Degree in accounting, internal auditing, cost accounting and finance management with 0 to 2 years' experience in Finance/Revenue. Must have knowledge of PFMA, Treasury Regulation. Thorough knowledge of PAAB/MEDICON system and UPFS. Experience in the field of hospital financial environment and policies would be advantage. Cash management background will be advantage. Good communication (verbal, written and report writing) skills. Must be computer literate and be able to work under pressure. Willing to work shifts, weekend, public holiday, and nights.

DUTIES : The appointee will be responsible for: Billing and submission of patient account to debtors, tracing all outstanding debts. Capturing EFT payment on PAAB and updating of patient's information. Perform sub-cashier's function within the hospital. Capture manual receipts or account book when the system is down. Update the cash up hand over register daily. Perform any duties related to finance assigned by supervisor.

ENQUIRIES : Mr Chaba PM Tel No: (012) 725 2404
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. NB people with disability are allowed to apply.

CLOSING DATE : 23 September 2022

POST 34/228 : **CLIENT INFORMATION CLERK REF NO: ODI/29/08/2022/08**

SALARY : R176 310 per annum, (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : Grade 12 or Equivalent with 2 to 5 years of experience as a switchboard operator. Basic computer literacy, call centre certificate will be added advantage as an advantage. Customer care skills, sound verbal and written communication skills, exceptional telephone etiquette skills, effective communication skills, sound organizational skills, ability to handle information confidentially, good interpersonal skills, can work under pressure and take initiative, ability to organize and plan, knowledge of Batho Pele principles, expected to work shifts, weekend & holidays. Must be able to work in a team and independently.

DUTIES : Timeous answering of all internal & External inbound calls & route them, accordingly, properly address the client on the other end of the line, make outbound calls as per request and capture calls made, keep record of doctors list, update facility telephone directory, provide information about facility services to clients. Comply with the performance management and development system (contracting, reviews and final assessment) manage and operate. Responsible for reporting telephone faults to service provider.

ENQUIRIES : Ms Nakedi K.E Tel No: (012) 725 2442
APPLICATIONS : HR. 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** : 23 September 2022
- POST 34/229** : **ADMIN CLERK REF NO: ODI/29/08/2022/11 (X2 POSTS)**
- SALARY** : R176 310 per annum (Level 05), (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : Minimum Grade 12 (Matric) certificate with 2 years' experience in Patient Administration in a Hospital environment, or Diploma in Administrative/ Public Management or equivalent Qualification coupled with 2 years' experience in patient Administration in a Hospital environment. Must be computer literate and must be able to work under pressure. Be prepared to work shifts and or/ assist in other areas of patient admin (Records, OPD and Wards) when requested. To provide effective and efficient service to patients by practicing Batho-Pele Principles. Knowledge of PAAB/MEDICOM and must comply with relevant prescripts and regulations. Knowledge of Admission and discharge in terms of patient's classification manuals. Interpersonal relationship, communication skills and telephone etiquette. Motivation must be attached as proof working experience.
- DUTIES** : Daily registration of patients both manually and electronically. Classifying patient accurately according to UPFS. Capturing of Downtime files and completion of Downtime registers as a Downtime tool. Managing of waiting time in OPD. Compilation of statistics and timeous submission to relevant authorities. Perform all other duties delegated by Supervisor.
- ENQUIRIES** : Mr. R.N Sithole Tel No: 012 725 2443
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** : 23 September 2022
- POST 34/230** : **ENROLLED NURSES REF NO: HRM: 13/22 (X5 POSTS)**
 Directorate: Nursing
- SALARY** : R173 952 - R198 678 per annum, (plus benefits)
CENTRE : Sterkfontein Hospital
REQUIREMENTS : Grade 12, or equivalent qualification. Certificate as Enrolled Nurse with current Registration with the South African Nursing Council (SANC). Must have passion for nursing psychiatric patients. Ability to be a team player, must have critical thinking and analytical, good interpersonal and communication skills. Able to handle pressure. Knowledge of Nursing Act, National Core Standards, Ideal Hospital Framework, Public Service Regulation, Patients' Rights Charter, Batho Pele Principles and other Legislative framework. Experience in working with psychiatric patients will be an added advantage. Preferably Male Nurses of any race.
- DUTIES** : Assist with activities of daily living (Maintain hygiene, provide nutrition and assist with mobility and elimination processes). Provide elementary Nursing Care (measure, interprets and record vital signs, Administration of oral medication and injections under direct supervision of a registered Nurse. Escort patients for clinical investigation when required. Conduct health education and other group activities for patients. Participate in Infection

Prevention and Control activities and other Hospital Committees. Report and record patient incidents as per Hospital Protocols. Maintain professional conduct as required by the Public Service Code of Conduct and SANC. Attend in-service training as required. Relieve in other wards when necessary.

ENQUIRIES APPLICATIONS : Ms. Sono Tel No: 011 951-8202

NOTE : Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

NOTE : Application must be submitted on a fully completed new format Z83 (81/971431 www.dpsa.gov.za), accompanied by a detailed CV only with at least two contactable references, to The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies) If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.

CLOSING DATE : 23 September 2022 at 12H00

POST 34/231 : **PORTER SUPERVISOR REF NO: ODI/29/08/2022/06**

SALARY CENTRE REQUIREMENTS : R147 459 per annum, (plus benefits)
: Odi District Hospital
: Grade 10 with 2-5 years' experience as a porter. Or Grade 12 certificate with 0-2 years' experience as a porter in a hospital environment, must be computer literate & must be able to work under pressure. Ability to work effectively in a team. Good communication and interpersonal skills. Meeting deadlines and setting goals. Must be able to handle repetitive work.

DUTIES : Supervision of Pottering and (mortuary when needs arises) which includes duty scheduling, leave planning, and discipline. Loading and off-loading patients from ambulances and private cars. Regular walk about to assess the state of pottering services. Compile statistics for pottering services, placing orders for uniforms and ensure that all porters wear it. Deal with all porter's issues that needs attentions. Transporting of patients between various departments within the hospital. Ensure appropriate management of wheelchairs and stretchers. Ensure that all employees under your supervision comply with HR prescripts i.e., leave management, PMDS, signing of attendance register. Attend meetings and give regular feedback to colleagues. Ensure that support service complies with national core standards/ideal hospital tool. Implement and comply with OHS prescripts and infection control in the pottering services.

ENQUIRIES APPLICATIONS : Mr Sithole RN Tel No: (012) 725 2443
: 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 : 23 September 2022

POST 34/232 : **HOUSEHOLD SUPERVISOR REF NO: TRH 13/2022**
Directorate: Logistics

SALARY CENTRE : R147 459 per annum (Level 04)
: Tshwane Rehabilitation Hospital

- REQUIREMENTS** : Grade 12 certificate with 3 years' experience as a Household worker in a public hospital or grade 10 with more than 5 years' experience as a Household worker in a public hospital. Basic computer literacy, good verbal and written communication skills. Ability to work effectively in a team. Ability to work under pressure. Good communication and interpersonal skills. Meeting deadlines and settling goals. Handle repetitive work.
- DUTIES** : Supervision of cleaning and housekeeping services. Render administration task in the section i.e. plan and monitor leaves. Monitor time register. Plan shifts and monitor shift. Implementation of PMDS policy. Develop and ensure implementation of departmental SOP'S. To assist with ideal hospital tool. Ordering of cleaning chemicals/stationery monthly. Ensure monthly claims are done. Ensure that Monthly pest control is done. Ensure adherence in OHS and infection and prevention control policies. Monitoring and ensuring that all staff have protective clothing. Implementation of conflicts management within the section. Daily inspection in entire hospital for cleanliness and housekeeping.
- ENQUIRIES APPLICATIONS** : Ms R Malatji Tel No: 012 354 - 6113
- NOTE** : Applications must be hand deliver to Tshwane Rehabilitation Hospital, Cnr Dr Savage and Soutpansberg Road, Pretoria, 0001. No faxed or emailed applications will be considered.
- NOTE** : Fully completed new Z83 and detailed Curriculum Vitae only. Certified documents will only be requested to shortlisted candidates on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, qualifications verification, criminal checks and credit/financial stability checks). 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 subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 30 September 2022
- POST 34/233** : **CLEANER SUPERVISOR REF NO: ODI/29/08/2022/07**
- SALARY CENTRE REQUIREMENTS** : R147 459 per annum, (plus benefits)
Odi District Hospital
- REQUIREMENTS** : Grade 10 with 2-5 years' experience or grade 12 with 0-2 years as cleaner in public services environment, computer literate will be an added advantage, ability to plan, organise, supervise, do inspection, and evaluate performance, be prepared to work shifts including weekends and public holidays.
- DUTIES** : Supervise cleaners and do allocation schedules or duty roster of staff, ensure cleanliness, hygiene and safety of all areas allocated for cleaning. Monitors evaluate work performance in the sections, ensure adequate supply of all cleaning materials and cleaning equipment, provide guidance and training to cleaners.
- ENQUIRIES APPLICATIONS** : Ms. Mahlangu TR Tel No: (012) 725 2472
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** : 23 September 2022
- POST 34/234** : **NURSING ASSISTANT REF NO: HRM: 14/22 (X6 POSTS)**
Directorate: Nursing
- SALARY** : R134 514 - R152 268.per annum, (plus benefits)

<u>CENTRE REQUIREMENTS</u>	:	Sterkfontein Hospital
	:	Grade 12, or equivalent qualification. Certificate as Enrolled Nursing Assistant with current Registration with the South African Nursing Council (SANC). Passion for working with mentally ill patients. Ability to work within a team and independently, good interpersonal and communication skills. Knowledge of the National Core Standards, Public Service Regulations, Batho-Pele Principles, SANC Regulations and Patients' Rights Charter, Previous Psychiatric experience will be an added advantage.
<u>DUTIES</u>	:	Provide elementary Nursing Care by assisting patients with activities of daily living: i.e. maintain good hygiene, nutrition, maintaining good sleep, measure and record vital signs. Assist with the preparation of patient's diagnostic, surgical and other medical procedures. Escort patients for clinical procedures. Participate in the Health Educational groups and other Multi-disciplinary team programs as delegated by the Supervisor. Maintain Professional Conduct as required by the Public Service Code of Conduct and SANC. Attend In-Service Training and self-development Courses. Participate in Hospital Committees as required. Report and record of activities as per Nursing Prescripts.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Sono Tel No: 011 951-8202
	:	Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
<u>NOTE</u>	:	Application must be submitted on a fully completed new format Z83 (81/971431 www.dpsa.gov.za), accompanied by a detailed CV only with at least two contactable references. The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies) If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
<u>CLOSING DATE</u>	:	23 September 2022 at 12H00
<u>POST 34/235</u>	:	<u>PORTER REF NO: ODI/29/08/2022/09</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R104 073 per annum, (plus benefits)
	:	Odi District Hospital
	:	Grade 10 with 0-2 years' experience as a Porter in a Hospital environment, Grade 12 certificate with 0 experience, must be able to work under pressure. Ability to work effectively in a team. Good communication and interpersonal skills. Must be able to handle repetitive work and apply Batho-Pele principles.
<u>DUTIES</u>	:	Accompanying walking patients, patients on wheelchairs or stretchers to various service points. Collection of corpses from wards to Mortuary after hours. Assisting in loading and off-loading patients from Ambulances and private cars. Cleaning of wheelchairs and stretchers. Reporting of broken equipment to the supervisor. Collection of wheelchairs and stretchers from all hospital treatment points to the Porter's Bay and perform any other duty delegated by supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Sithole R.N Tel No: 012 725 2443
	:	Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane, 0190.
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	23 September 2022

POST 34/236 : **CLEANER REF NO: ODI/29/08/2022/ 10 (X3 POSTS)**

SALARY : R104 073 per annum (Level 02), (plus benefits)

CENTRE : Odi District Hospital

REQUIREMENTS : Grade 10/12 NQF level 2 or equivalent, no experience, able to read and write, good communication and interpersonal skills. Motivated and willingness to work under pressure and work shifts, including weekend, night shift and public holidays. Able to work in a team. Must be willing to learn and use different cleaning equipment's and detergents.

DUTIES : Perform routine cleaning service. Cleaning of office, windows, empty dustbin, wash and strip the floors and apply polish. Be prepared to rotate within the scope of work. Adherence to separation of waste and infection control practice. Packing of clean linen in the wards. Clean all refrigerators, cleaning of beds including mattress, cleaning of equipment's after use, collection of waste containers and performing any lawful/legal duties delegated by the supervisor.

ENQUIRIES : Ms Mahlangu TR Tel No: (012) 725 2472

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 : 23 September 2022

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

CLOSING DATE : 30 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). 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 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).

MANAGEMENT ECHELON

POST 34/237 : **CHIEF DIRECTOR: HUMAN SETTLEMENTS PROGRAMME AND PROJECT MANAGEMENT REF NO: REFS/014882**

SALARY : R1 269 951 per annum, (all-inclusive benefits)

CENTRE : Johannesburg

REQUIREMENTS : Matric plus a Bachelor s Degree (NQF Level7) in Architecture Civil, Structural Engineering, Quantity Surveying, Town and Urban Planning Construction Project Management or any in Built-in environment. SMS Pre-entry Certificate. The successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on www.thensg.gov.The ideal candidate must

have a minimum of five (5) years' experience in Built in environment at senior management level. Problem solving skills, time management, communication skills, resource management skills, project and construction management skills. Leadership and managerial skills. Knowledge of National Building Regulation, NHBRC, Home building manual and Quality Management. Competencies: Strategic capability and leadership, programme and project management, knowledge management, service delivery innovation and people management and empowerment. Financial Management, Change Management, Problem solving. Excellent interpersonal communication skills, Honesty and integrity. Attributes: Good interpersonal relations. Ability to meet strict deadlines, self-motivated and respectful. Ability to work under pressure. Conceptualising research themes, undertaking research investigations and analysis, presenting work. Collecting and processing reliable data. Critically analysing and interpreting data to draw clear practical conclusions for human settlements. Disseminating research findings and information to various stakeholders in the province and sector. Leading in material layout, editing and publication of completed research work. Providing background research and information for defining the research agenda. Ensuring progressive management of the research function within the Directorate. Attending inter-sectoral summits, conferences and forums. Planning, organising and hosting the Gauteng, Policy, Research and Strategy.

- DUTIES** :
- Manage the process of ensuring that housing products built comply with statutory quality standards. Setting departmental specifications norms and standards for subsidy houses, research and liaison with statutory bodies material suppliers and Engineers. Packaging specifications norms and standards for approval. Evaluate compensation and construction variation application and advise BAC/HOD Quality and specification reviews liaise with engineers and relevant bodies. Site assessments of comp events and VOS received. Liaise with internal and external stakeholders for joint planning for mega projects implementation. Assess and package mega projects proposal for various Departmental approvals. Provide leadership and manage the process of ensuring that housing products built comply with statutory quality standards. Develop annual specification norm and standards and design departmental standard house plans for subsidy houses. Manage and oversight in the process of evaluating compensation events and construction variation applications and advise BAC/HOD.
- ENQUIRIES** :
- Ms K Kunene at 072 315 9992

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. 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
- CLOSING DATE** :
- 26 September 2022 @12H00
- NOTE** :
- Applications must be submitted on a duly New signed 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 only 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. 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. 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. If you do not hear from us for the period of three months, consider your application to be unsuccessful.

OTHER POSTS

- POST 34/238** : **DEPUTY DIRECTOR: REVENUE FUND MANAGEMENT REF NO: GPT/2022/9/9**
Directorate: Sustainable Fiscal Resource Management
- SALARY** : R744 255 per annum, (all- inclusive package), consists 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 recognized by SAQA (Degree in Finance/Auditing) plus 3 -5 years junior management level (ASD) experience in Finance/Auditing.
- DUTIES** : Preparation and compilation of financial statements (interim and annual) for the Provincial Revenue Fund for submission to the relevant stakeholders in accordance with the PFMA and GRAP. Effective and efficient management of the Revenue Fund Management unit and ensure strategic and operational objectives are met. Designing of action plans to ensure that all recommendations made by the Auditor General S.A are effectively and adequately implemented. Provide second level support to the Senior Management.
- ENQUIRIES** : Ms Linda Ninzi Tel No: 011 227-9000
- POST 34/239** : **ASSISTANT DIRECTOR: PUBLIC FINANCE REF NO: GPT/2022/9/10**
Directorate: Sustainable Fiscal Resource Management
- SALARY** : R382 245 per annum, (plus benefits)
- CENTRE REQUIREMENTS** : Johannesburg
NQF level 7 qualification, e.g. Degree in Economics or Econometrics or Statistics. A post graduate qualification in Economics of Finance will be an added advantage. Applicants must have 3 – 5 years' experience at functional level in Financial, Economics, Econometrics and Statistics environment.
- DUTIES** : Coordinate the management of departmental expenditure management services. Facilitate the reporting to National Treasury and other stakeholders on expenditure. Ensure accurate reporting on financial information within the provincial departments as required by DoRA and PFMA. Monitor that all expenditure is in line with provincial budget allocations and priorities. Analyse review and report on expenditure trends relating to overall budget. Analyse PERSAL and BAS reports and liaise with provincial departments on the identified problems and take corrective measures. Analyse policies, agreements and directive related to compensation of employees and recommend amendments based on analysis. Report finding to stakeholders. Evaluate business plans of conditional grants for compliance with the DoRA frameworks. Analyse and prepare monthly reports on budget and expenditure variance and in year monitoring reports.
- ENQUIRIES** : Ms. Linda Ninzi Tel No: 011 227 9000

POST 34/240 : **ASSISTANT DIRECTOR: RISK AND ESCALATION REF NO: GPT/2022/9/11**
 Directorate: Provincial Supply Chain Management

SALARY : R382 245 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Finance/Economics/Accounting and Costing Analysis. 3 – 5 years' experience at a functional level in Financial Analysis, Ratio, Economics Analysis and Research Environment. Experience and understanding of the South African Marketplace. Managerial and leadership skills. Understanding and exposure to Public Sector would be advantageous.

DUTIES : To provide the risk management service to the GPG regarding Financial Analysis and Economic Analysis. Obtain indices and calculate the price movement based on RFP 07. Produce a calculation report. Write a memo for calculations approval. Obtain indices and calculate the moving average projected price percentage. Produce trend analysis on annual percentage movements of turnover, profits/loss, total assets, long term liabilities, equity, current assets and current liabilities. Provide a report profiling on the risk level based on the analysis conducted. Record all the tasks done monthly, submit monthly reports.

ENQUIRIES : Ms. B Sedibe Tel No: 011 227 9000

POST 34/241 : **CHAIRPERSON RISK AND ETHICS MANAGEMENT COMMITTEE (REMC, THE COMMITTEE) REF NO: GPT/2022/9/8**
 Directorate: Internal Risk Management
 (Term of Office - The Term of Office will be Three (3) Years)

SALARY : Compensation will be in accordance with rates as determined by National Treasury
CENTRE : Johannesburg
REQUIREMENTS : A minimum of a bachelor's degree and a Post-Graduate Degree in Accounting/ Finance/ Risk Management/ Auditing/ Business Management. CA/CIA/MBA/MBL would be an added advantage. Ideal candidates should have management experience in the risk management environment of at least 10 years, 5 years of which was gained within public service. Previous experience in serving as a member of a Risk Management Committee/Audit Committee. Knowledge: An excellent understanding of the Public Sector Legislative Environment and Risk Management Frameworks (Public Finance Management Act, 1999, Treasury Regulations, Public Service Regulations, Public Sector Risk Management Framework, COSO, ISO 31000), Ethics Management and Anti-Corruption Strategies.

DUTIES : The primary function of the REMC is to provide oversight over risk and ethics management processes of the department and to direct recommendations to the Accounting Officer for consideration and final approval. The incumbent's duties will be to: Review and monitoring the implementation of risk, fraud prevention and ethics management policies, strategies within the Department. Monitoring the reporting of risk by Management with particular emphasis on significant risks or exposures and appropriates of the steps Management has taken to reduce the risks to an acceptable level; Oversee the integration of risk and ethics management into planning, monitoring and reporting processes as well as the implementation of the risk maturity model. Provide advice/guidance on setting risk appetite and review risk appetite, tolerance levels. Provide guidance on the implementation of the combined assurance, and assurance activities in terms of their adequacy in addressing key risks of the department. Lead the committee in conducting its activities in terms of the Public Sector Risk Management Framework, PFMA, Risk Committee Charter and King IV Report on Corporate Governance. Provide proper and timely reports to the Accounting Officer on the state of risk management, together with aspects requiring improvement accompanied by the Committee's recommendations to address such issues. Perform any other duties of the Risk Management Committee as specified in the terms of reference (Committee Charter)

ENQUIRIES : Ms Baleseng Sedibe. Tel No: 011 227 9000
APPLICATIONS : for this vacancy only can be sent to this e-mail address: jobs.gpt@gauteng.gov.za