

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

**ERRATUM:** Please withdraw the following post Assistant Manager Nursing (PHC) with Ref No: EHD2022/09/11 (For Ekurhuleni Health District) were advertised in Public Service Vacancy Circular 34 dated 09 September 2022.

**OTHER POSTS**

<b><u>POST 36/329</u></b>	:	<b><u>HEAD CLINICAL UNIT REF NO: REFS/014975 (X1 POST)</u></b> Directorate: Clinical
<b><u>SALARY</u></b>	:	Grade 1: R1 754 739 per annum
<b><u>CENTRE</u></b>	:	Sebokeng Hospital
<b><u>REQUIREMENTS</u></b>	:	An appropriate qualification in Internal Medicine, an additional subspecialty will be an advantage. Current HPCSA registration as a physician / subspecialty with 5 years post registration experience. Recommendations: experience in undergraduate teaching and undergraduate teaching administration in Internal Medicine. Knowledge, skills, training and competencies required: Ability to teach undergraduate, postgraduate, students and supervise junior staff. Management skills, good communication, leadership and decision-making skills.
<b><u>DUTIES</u></b>	:	Control and management of clinical services as the Head of Department. Maintain satisfactory clinical, professional and ethical standards related to these services. Maintain necessary discipline over staff under his / her control. Attend to administrative matters as pertains to the unit and department. Conduct, assist and stimulate research. Training of undergraduate and postgraduate medical students in Internal Medicine at Sebokeng and Kopanong hospital where teaching takes place and Allied Health Personnel in the field of Internal Medicine. Participation in formal teaching and teaching administration as required by the department of Internal Medicine. Promote community orientated services and participate in outreach programs. Conduct specialized outpatient clinics and provide expert opinion where required. After hours consultant cover for both Internal Medicine, critical care departments at Sebokeng and Kopanong Hospitals. Provide leadership in development of protocols for the management of adult in Internal Medicine and critical care. Provide leadership in the development of clinical audit programs in the hospital in the province. Develop measures to ensure quality assurance for the adult Internal Medicine patients. Participate actively in outreach activities to hospital in the Province. Active involvement in CME to health professionals. Compile medium and long term expenditure frameworks and implement fiscal control measures on an ongoing basis. Lead and supervise departmental research activities. Participate in training of Registrar's, Medical Officers and Nurses. Work as part of a multi – disciplinary team when deemed necessary.
<b><u>ENQUIRIES</u></b>	:	Dr N.A. Msibi Tel No: 016 930 3304
<b><u>APPLICATIONS</u></b>	:	Applications should be sent by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.
<b><u>NOTE</u></b>	:	Applications must be submitted on a recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification. Z83 form is obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The completed and signed form should be accompanied by a recent updated CV only. Copies of qualifications and other relevant documents must not be included on application. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to Human Resources Management Administration Unit on or before the day of the interview. Communication will be limited to shortlisted candidates only. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB: People With Disabilities Are Encouraged To Apply. Recommended Candidates Will Be Subjected To Medical Assessment
<b><u>CLOSING DATE</u></b>	:	07 October 2022

**POST 36/330** : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: SDHS 2022/09/01 (X1 POST)**  
Section: Primary Health Care  
Re – Advertised

**SALARY CENTRE REQUIREMENTS** : R911 406 per annum, (all inclusive-package)  
: Sedibeng District Health Services  
: 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 APPLICATIONS** : Ms. M. Moeketsi Tel No: (016) 950 6002  
: 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 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. 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** : 07 October 2022

**POST 36/331** : **OPERATIONAL MANAGER (PNB3) REF NO: SDHS 2022/09/02 (X2 POSTS)**  
Re – Advertised

**SALARY CENTRE REQUIREMENTS** : R571 242 per annum, (plus benefits)  
: Randvaal Clinic and Dr Helga Kuhn Clinic  
: 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 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. 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** : 07 October 2022
- POST 36/332** : **OCCUPATIONAL THERAPIST REF NO: SDHS 2022/10/07 (X2 POSTS)**  
Section: Mental Health  
Re-Advertised
- SALARY** : R322 746 per annum, (plus benefits)
- CENTRE** : Sedibeng District Office and Lesedi Sub-District
- REQUIREMENTS** : 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.
- DUTIES** : 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.
- ENQUIRIES** : Mr. N. Mbele Tel No: 016 950 6143
- 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 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. 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** : 07 October 2022
- POST 36/333** : **SOCIAL WORKER REF NO: SDHS2022/10/07 (X2 POSTS)**  
Section: Mental Health Programmes  
Re-Advertised
- SALARY** : Grade 1: R261 456 per annum, plus benefits  
Grade 2: R351 546 per annum, plus benefits  
Grade 3: R389 991 per annum, plus benefits
- CENTRE REQUIREMENTS** : Sedibeng District Health Services  
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.
- DUTIES** : 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. Liase/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.
- ENQUIRIES APPLICATIONS** : Mr N. Mbele Tel No: (016) 950 6143  
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 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. 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**

: 07 October 2022

**POST 36/334**

: **LOGISTICS SUPPORT OFFICER REF NO: TRH 16/2022**  
 Directorate: Asset Management  
 (Re-advertisement, applications who previously applied must-reapply)

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

: R261 372 per annum (Level 07)  
 : Tshwane Rehabilitation Hospital  
 : Grade 12 certificate and 3 years National Diploma in Supply Chain management/asset management or equivalent qualification, 3-5 years' experience in Supply Chain Management environment of which 2 years must be in assts management or Grade 12 certificate with 5 years' experience in supply chain management of which 2 years must be in asset management. Knowledge of Supply Chain management practices, procedures, PFMA, Treasury Regulations and guidelines. Proven computer literacy in MS office package (MS Word, MS Excel and MS Outlook. Good communication, knowledge and understanding of assets management related policies. Filing and report writing skills. Ability to work under tight deadlines and pressure. Ability to maintain a good interpersonal relationship, work in a team and problem solving. A valid driver's license as an added advantage and willing to rotate within the section. Knowledge of SAP/SRM/CSD and BAS. Knowledge of Human resources management policies, procedures and legislations. Knowledge of principles and practice of financial accounting, problem solving and analysis. Knowledge of departmental policies and procedures and experience in supply and assets management in hospital environment.

**DUTIES**

: Monitor and review the capturing of all physical assets in the asset register. Monitor and review the allocation of assets-to-assets holders in accordance with relevant policies and procedures. Promote correct implementation of sound asset management practices. Manage asset acquisition, assets operation and maintenance. Manage assets register and execution of annual assets verification, disposal and condemning of economically obsolete assets process. Implement policy on transfers and disposal of movable assets. Ensure optimum security of assets and managing the tracking and recording of assets movement. Monthly submission of asset. Reconciliation report. Categorization of assets into fixed or non-fixed assets. Supervise and training of staff. Assist in audit queried and perform any other duties such as annual consumable stock take process in SCM and other delegated duties by the manager.

**ENQUIRIES**  
**APPLICATIONS**

: Mr D Thumbran Tel No: 012 451 9241  
 : Applications must be hand delivered to Tshwane Rehabilitation Hospital, Cnr Dr Savage and Soutpansberg Road, Pretoria. 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. Male and people with disabilities are encouraged to apply.

**CLOSING DATE**

:

07 October 2022