

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTEMENT OF HEALTH**

OTHER POSTS

- POST 40/126** : **MANAGER MEDICAL SERVICES REF NO: SBAH 089/2022 (X2 POSTS)**
Directorate: Medical Services
- SALARY** : R1 191 510 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : An MBChB qualification with the HPCSA registration as a medical practitioner. A minimum of five years appropriate experience as a Medical Officer after registration with the HPCSA as an independent medical practitioner of which three years are in the public sector. A post graduate diploma and / or degree in Health Management is an added advantage and managerial experience in the public sector is strongly recommended.
- DUTIES** : Oversee the daily operations within the clinical services. Conduct frequent hospital and interdepartmental visits, identify and mitigate any challenges that hamper service delivery in the hospital. Take ward rounds regularly as prescribed and required, be well versed with clinical matters. Attend Clinical Department Committee meetings and actively engage with the healthcare teams. Contribute meaningfully to patient safety and quality healthcare establishment. Analyse the performance indicators and manage the trends in the hospital to ensure efficient service delivery. Be a critical player in compliance with the Ideal Hospital Frameworks and compliance as per the Office of Health Standards Compliance. Prepare Steve Biko Academic Hospital to be accredit for NHI.
- ENQUIRIES** : Dr L Majake Tel No: 012 354 1141
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** : 04 November 2022
- POST 40/127** : **MEDICAL SPECIALIST REF NO: SBAH 090/2022**
Directorate: Dermatology
- 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 (Dermatology) and or FC Derm (SA). Registration with HPCSA as a Specialist Dermatologist.
- DUTIES** : Clinic consultations, ward consultations, teaching undergraduate students, teaching postgraduate students, conduct research.
- ENQUIRIES** : Prof CM Kgokolo Tel No: 012 354 1105/3041
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.
<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/128</u>	:	<u>MEDICAL SPECIALIST REF NO: SBAH 091/2022</u> Directorate: Orthopaedics
<u>SALARY</u>	:	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
<u>CENTRE REQUIREMENTS DUTIES</u>	:	Steve Biko Academic Hospital Registration with the HPCSA as a Medical specialist. Provide supervise clinical care of patients at a level of appropriate to the service platform. Teach and examine pre-graduate students in appropriate aspects, teach and supervise post graduate students in orthopaedics. Initiate and participate in a research activities and publications in accordance with faculty plans. Manage and perform required administrative academic duties in support coordinated with the head of the department. Render weekends and after hours clinical services as required.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof MV Ngcelwane Tel No: 012 354 2851 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 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.
<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/129</u>	:	<u>ASSISTANT MANAGER: MEDICAL PHYSICS REF NO: SBAH 092/2022 (X2 POSTS)</u> Directorate: Medical Physics
<u>SALARY CENTRE REQUIREMENTS</u>	:	R937 704 per annum, plus benefits Steve Biko Academic Hospital Hons or Msc (Medical Physics). Msc (registration) in Medical Physics will be added advantage. 6 years` experience practicing as a Medical Physicist (Independent practice). Registration with HPCSA as Medical Physicist (Independent practice). Proven skills on writing bid specifications, acceptance testing and commissioning of high end radiation equipment. Proven record or willingness to teach and supervise students and intern at the Hospital and University level. Proven record or interest in research, teaching and supervision of Honours and Msc students at the University.
<u>DUTIES</u>	:	Supervision of routine Medical Physics service delivery activities in Radiotherapy, Nuclear Medicine and Diagnostic Radiology. Administrative and Management activities (Internal and external). Ensuring compliance with national and international standards and regulations. Teaching and training at both University and Hospital level. External coordination with other institution in the province or national on Medical Physics activities. Attending and presenting at Meeting, workshops and CPD lectures both local d international platforms.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr V Maselesele Tel No: 012 354 2317 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 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** : 04 November 2022
- POST 40/130** : **REGISTRAR: ORAL PATHOLOGY REF NO: REGOP-01 (X1 POST)**
Directorate: Oral Pathology
- SALARY** : R833 523 – R871 593 per annum, (inclusive package), exc. commuted overtime
- CENTRE** : Wits Oral Health Centre
- REQUIREMENTS** : Registration with HPCSA as Dentist in the category Independent Practice. A minimum of two (2) years' clinical experience as a Dentist excluding Community Service. Proof of completed primary subjects is a prerequisite for this post (only when shortlisted) and must be indicated in the CV. Applicants must have proven interest within the Oral Pathology discipline. An MSc degree or equivalent qualification relevant to the specialty will be an added advantage.
- DUTIES** : Incumbents will follow a course of study which on successful completion will entitle the graduate to register with HPCSA as a specialist in the discipline. Training will involve treatment of a variety of patients within the relevant discipline, writing and presenting seminars on academic topics, completing a research project and assisting with teaching and training of undergraduate students plus involvement in the service rendering and administrative duties of the department.
- ENQUIRIES** : Dr SP Ngwenya Tel No: 0117172139 / 97
- APPLICATIONS** : New Z83 application forms must be sent to Wits Oral Health Centre, Private Bag X 15, Braamfontein, 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed or emailed applications will be accepted.
- NOTE** : This training post is a joint appointment for Gauteng Health and Wits University. The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact number and e-mail addresses of three recent (3) referees. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as and current proof of HPCSA where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. Applications received after the closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.
- CLOSING DATE** : 04 November 2022
- POST 40/131** : **REGISTRAR (MEDICAL) REF NO: SBAH 093/2022**
Directorate: Orthopaedics
- SALARY** : R833 523 per annum, plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : Registration with HPCSA as a medical independence practice. Must have passed primary exam of College of Medicine South Africa. Six months experience in orthopaedics will be an added advantage.
- DUTIES** : Clinical care of orthopaedic patients. Teaching of junior medical staff and medical staff and medical students.
- ENQUIRIES** : Prof MV Ngcelwane Tel No: 012 354 2851
- 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** : 04 November 2022
- POST 40/132** : **MEDICAL PHYSICIST REF NO: SBAH 094/2022 (X3 POSTS)**
Directorate: Medical Physics
- SALARY** : R672 123 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : BSc Hons in (Medical Physics) Grade 1, 2, 3 as required by OSD. Registration with HPCSA as Medical Physicist (Independent practice). Participation in acceptance testing and commissioning of high end radiation equipment. Willingness to assist in teaching and supervising students and interns at the Hospital and University level. Interest in research and teaching.
- DUTIES** : Routine Medical Physics service delivery activities in Radiotherapy, Nuclear Medicine and Diagnostic Radiology. Ensuring compliance with national and international standards and regulations. Teaching and training at both University and Hospital level. External coordination with other institution in the province or national on Medical Physics activities. Attending and presenting at Meetings, workshops and CPD lectures both local and international platforms. Good interpersonal skills and ability to work under pressure as well as extended hours.
- ENQUIRIES** : Mr Maselesele Tel No: 012 354 2317
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** : 04 November 2022
- POST 40/133** : **OPERATIONAL MANAGER SPECIALTY GRADE I HAST UNIT REF NO: HEID/OM/HAST/2022/10 (X1 POST)**
Directorate: Nursing
- SALARY** : R571 242 - R642 933 per annum, (plus benefits)
CENTRE : Heidelberg Hospital
REQUIREMENTS : Basic Qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma or Degree In nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwifery plus a qualification in Clinical Nursing Science Health Assessment, Treatment and care with duration of at least one (1) year, accredited with SANC in terms of Government Notice No R48 in the relevant specialty. Candidate must have a minimum of Nine (9) years appropriate experience as professional Nurse after registration with SANC and at least five (5) years of the period referred to above must be /recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty Current (2022) SANC license to practice (Clinical Nurse.) Three (3) years of the period referred above must be appropriate/recognizable experience HAST Coordinator. Basic HIV/AIDS, TB, PMTCT, HTS, NIMART, IMCI, NAS, CCMDD and Tier.net system trained. Candidate must have a minimum of Five (5) years working experience with HAST patients including children and pregnant women. Computer Literacy & training is Compulsory. Able to work in a highly pressured environment and driven by a sense of urgency to meet the deadlines. A strategist who is client focused. Good communication, leadership, problem solving, report writing and data/information management skills. Basic training on HIV/AIDS/TB and PMTCT and/or comprehensive HIV/AIDS/STI/TB including PMTCT. NIMART (nurse initiating anti-retroviral treatment) and IMCI (integrated management of childhood illnesses) trained. NAS (National adherence strategy) trained, Tier.net system trained. PHC would be an advantage. 5Years minimum

- working experience with HAST patients including children and pregnant women. Computer literacy and Tier.net system skills. Communication and Problem-solving skills.
- DUTIES** : Coordinate and monitor the effective implementation of HAST programmes and Adherence thereof within the hospital/outpatient areas (ie. HTS, UTT, TB-FAST strategy, CCMT, NAS, CCMDD, NIMART, PMTCT Step down care, Clinical forensic medical service and Tier.net data system). Ensure mentoring and coaching of team (MDT) members on HAST programmes guideline and polices to ensure quality patients care. Ensure development of staff on relevant changes in the HAST programmes. Monitor data capturing, analysis/validation and submission including Tier.net system Analysis & Management. Effectively monitoring of the performance of all hast programmes. Coordinates FACPMR/DATA meetings. Attend meetings, give feedback and implement new changes in the programmes and monitor progress. Monitor and ensure proper utilization of human, financial and physical resources. Develop and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter sectorial and multidisciplinary). Manage workplace discipline and conflict. Ensure optimal quality care according to priority areas of national core standards. Candidate must have an in-depth knowledge and understanding of the implementation of the National Strategic Plan for Nurse Education, Training and Practice.
- ENQUIRIES** : Ms. L. Msiza Tel No: 016 341 1203
- APPLICATIONS** : Applications can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441, Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441. Applicants are encouraged to use hand delivery or post office due to institutional technical problems. NB: The closing time on the closing date will be 12h00.
- NOTE** : Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV only highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews. Applicants 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 appointment will be verified. Persons in possession of foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Note: The institution reserves the right not to fill the post.
- CLOSING DATE** : 04 November 2022
- POST 40/134** : **ASSISTANT MANAGER NURSING GENERAL (AREA) REF NO: REFS/SEB/22/11 (X1 POST)**
Directorate: Nursing
- SALARY** : Grade 1: R571 242 – R662 223 per annum, (all-inclusive package)
- CENTRE** : Sebokeng Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife and proof of current registration. A minimum of 8 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of period referred to above must be appropriate/recognizable experience at management level (less 1 year from experience for candidates appointed from outside Public Service after complying with registration requirement) Diploma/Degree in Nursing Administration will be added advantage.
- DUTIES** : Responsible for Coordination and delivery of quality Nursing Care within the relevant department. Participate in formulation, monitoring and implementation of Policies, guidelines, standard procedures, and regulations pertaining to Nursing Care. Provide effective support and management of human, material, and financial resources. Manage staff performance, training, and personal development of self and sub-ordinates including management of under-performance and grievances. Collect, provide, and use relevant

- information/statistics for the enhancement of service delivery. Executive hours and week-end duties as scheduled.
- ENQUIRIES APPLICATIONS** : Deputy Director S.J.K. Sejeng Tel No: 016 930 3302
: Applications should be posted to Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, Human Resource Department, Moshoeshoe Street. NB: Online applications will not be considered due to system challenges.
- NOTE** : Applications must be submitted on a new 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 of the application. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. In terms of DPSA circular no 19 of 2022, fully completed and signed Z83 form should be accompanied by a recent updated CV only. Copies of qualifications and other relevant documents may not be included on application. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents will result in the application not being considered. Communication will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Gauteng Department of Health is guided by the principles of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity targets of the institution. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.
- CLOSING DATE** : 04 November 2022
- POST 40/135** : **EMS LECTURER PARAMEDIC REF NO: LCOEC/ACADEMIC/12/2022 (X4 POSTS)**
- SALARY CENTRE REQUIREMENTS** : Grade 3-4: R398 034 - R468 870 per annum, (plus benefits)
: Lebone College of Emergency Care
: Grade 12 certificate or equivalent qualification. Candidate must be in position of B-TECH Degree/ Bachelor of Health Sciences in Emergency Medical Care. Candidate must be registered with the HPCSA as Emergency Care Practitioner for a minimum period of two (2) years. Current HPCSA registration. Post graduate studies and training experience will be advantageous. Excellent communication and interpersonal skills. Verbal/ written communication skills in English. Computer literacy in MS Word, Excel and Power Point is essential. A valid code C1 driver's licence with PDP.
- DUTIES** : Involvement in all aspects of Education, Training and Development on the courses at the College including but not limited to facilitation, assessment, moderation, and mentorship. Participation in the shift work during practical phases of the course and EMS operational requests. Ensure that all aspects of the course are aligned to the relevant Legislation, Regulations and Policies. Participation in the formative, summative assessments processes. Possess in-depth knowledge and understanding of the emergency medical education environment and the NECET policy. Have expert knowledge of the legislative and policy framework informing the learning and teaching. Understand different types of learning and Teaching method including online platform. Be able to manage formative, summative and continuous assessments of learners efficiently and effectively. Ensure all equipment and learning aids are aligned with HPCSA Regulations and sound Education practices. Must be willing and able to participate in research at the College. Management of all College staff involved on the course and responsible for performance management of students.
- ENQUIRIES APPLICATIONS** : Ms B Ramatsetse Tel No: 012 356 8000
: Applications must be delivered to Lebone College of Emergency Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031.
- NOTE** : The institution reserves the right not to appoint. Applications must be submitted on the new form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The communication from HR of the department regarding the requirements for

certified 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. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. 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.

- CLOSING DATE** : 04 November 2022 at 12H00
- POST 40/136** : **PROFESSIONAL NURSE GRADE 1: SPECIALTY NURSING HAST UNIT**
REF NO: HEID/PNB/HAST/2022/11 (X2 POSTS)
Directorate: Health
- SALARY** : R388 974 - R450 939 per annum, (plus benefits)
CENTRE : Heidelberg Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a Post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice R48 in the relevant specialty. A minimum of 4 years appropriate recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current (2022) SANC license to practice.
- DUTIES** : Provide a comprehensive HAST (HIV/AIDS/STI/TB) service, perform PICT (provider-initiated counselling and testing), the ability to assess the eligibility of ARV, baseline investigations and interpretation of results. Independently initiate ARV's and monitor the client for the prognosis on ARV. Implement TB/HIV collaboration and PMTCT. Implement NAS strategy and differentiate care (decanting), operate Tier.net and analyze the Tier.net report.
- ENQUIRIES** : Ms LLP MSIZA Tel No: (016) 341 1100
APPLICATIONS : Applications can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441. Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441. Applicants are encouraged to use hand delivery or post office due to institutional technical problems. NB: The closing time on the closing date will be 12h00
- NOTE** : Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews. Applicants 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 appointment will be verified. Persons in possession of foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Note: The institution reserves the right not to fill the post
- CLOSING DATE** : 04 November 2022
- POST 40/137** : **PROFESSIONAL NURSE GRADE 1: SPECIALTY NURSING PEADIATRICS**
DEPARTMENT REF NO: HEID/PNB/2022/12 (X1 POST)
Directorate: Health
- SALARY** : R388 974 - R450 939 per annum
CENTRE : Heidelberg Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a Post-basic nursing qualification Diploma in Paediatric Nursing science with duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in the

relevant specialty. A minimum of 4 years appropriate recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current (2022) SANC license to practice Experience in clinical work as paediatric nurse will be an added advantage. Knowledge of IMCI (Integrated Management of Childhood illnesses), Management of severe acute malnutrition, EPI (Expanded Programme for immunization), EMTCT (Elimination of mother to child transmission of HIV), MBFHI (Mother Baby Friendly Hospital Initiative) and CHILD PIP (Child Problem Identification Programme) will be an added advantage. Computer literacy and good communication skills.

DUTIES : Display a concern for patients by assessing children's needs and providing initial care. Identify changes in children's condition and be able to act accordingly. To assist in planning/organizing and monitoring of the objectives of the specialized unit in Paediatric unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff / housekeeping staff and to give guidance. To ensure continuity of patient care on all levels e.g. workbook, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital e.g. during operational meetings with nursing supervisor and subordinates. Effective utilization of resources: Human Resources and Material resources Participation in training and research, Provision of Support to Nursing Services, To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift, To partake in overall specialized unit functions, i.e. team building, Maintain professional growth/ethical standards and self-development Ensure compliance to infection control principles and waste management guidelines. Ensure compliance to Ideal Hospital Framework Realization guideline. Compile and interpret paediatric statistics.

ENQUIRIES : Ms LLP Msiza Tel No: (016) 341 1203
APPLICATIONS : Applications can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441. Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441. Applicants are encouraged to use hand delivery or post office due to institutional technical problems. NB: The closing time on the closing date will be 12h00

NOTE : Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews. Applicants 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 appointment will be verified. Persons in possession of foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Notes: The institution reserves the right not to fill the post.

CLOSING DATE : 04 November 2022

POST 40/138 : **PROFESSIONAL NURSE GRADE 1: SPECIALTY NURSING TRAUMA UNIT**
REF NO: HEID/PNB/PEAD/2022/13 (X3 POSTS)
 Directorate: Health

SALARY : R388 974 - R450 939 per annum
CENTRE : Heidelberg Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a Post-basic nursing qualification in Diploma in Trauma and emergency Nursing Science. With duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in the relevant specialty. A minimum of 4 years appropriate

		recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current (2022) SANC license to practice Computer literacy Communication and Problem-solving skills, Recent certificate in BLS (Basic Life Support), ALS (Advanced Life Support), and PLS (Pediatric Life Support) will be an added advantage.
<u>DUTIES</u>	:	To assist in planning/organizing and monitoring of the objectives of the specialized unit in Trauma unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff / housekeeping staff and to give guidance. To ensure continuity of patient care on all levels e.g. workbook, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital e.g. during operational meetings with nursing supervisor and subordinates. Effective utilization of resources: Human Resources, material resources Participation in training and research, Provision of Support to Nursing Services. To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift, to partake in overall specialized unit functions, i.e. team building, Maintain professional growth/ethical standards and self-development Triaging of patients based on acuity levels. Be able to recognize signs and symptoms of deterioration in clinically unstable patients. Be able to act accordingly in an emergency. Be able to work under pressure and control the emergency Ensure compliance to infection control principles and waste management guidelines. Ensure compliance to Ideal Hospital Framework Realization guideline.
<u>ENQUIRIES</u>	:	Ms LLP Msiza Tel No: (016) 341 1203
<u>APPLICATIONS</u>	:	Applications can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441. Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441. Applicants are encouraged to use hand delivery or post office due to institutional technical problems. NB: The closing time on the closing date will be 12h00 Note: The institution reserves the right not to fill the post.
<u>NOTE</u>	:	Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews. Applicants 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 appointment will be verified. Persons in possession of foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/139</u>	:	<u>PROFESSIONAL NURSE GRADE 1: SPECIALTY NURSING ADVANCE MIDWIFERY REF NO: HEID/PNB/ADVMID/2022/14 (X1 POST)</u> Directorate: Health
<u>SALARY</u>	:	R388 974 - R450 939 per annum
<u>CENTRE</u>	:	Heidelberg Hospital
<u>REQUIREMENTS</u>	:	Grade 1: Minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional nurse with the SANC in General nursing plus a post basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice No. R212 in the specialty of advanced midwife. Current (2022) SANC license to practice Computer literacy. Certificate in ESMOE training will be an added advantage.
<u>DUTIES</u>	:	Provide quality Maternal and Neonatal nursing care services, ensure compliance to recommendations of saving mothers and babies. Implementation of EPI programme, PPIP (Perinatal problem identification programme) and EMTCT (Elimination of mother to child transmission of HIV)

guidelines. Promotion of MBFHI (Mother Baby Friendly Hospital Initiative). Ensure compliance to infection control principles and waste management guidelines. Ability to work under pressure. Ability to lead in a shift and shift worker. Flexibility towards departmental needs. Ability to work independently and in a multi-disciplinary team. Managing administration functions. Ability to utilize resources effectively, staff development and PMDS. Ensure compliance to Ideal Hospital Realization Framework guideline, policies, regulations, protocols, guidelines and SOP. Communication and Problem-solving skills and accurate data collection. To assist in planning/organizing and monitoring of the objectives of the specialized unit (Maternity unit) in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff / housekeeping staff and to give guidance. To ensure continuity of patient care on all levels e.g. workbook, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital e.g. during operational meetings with nursing supervisor and subordinates. Effective utilization of resources: Human Resources, material resources and budget. Participation in training and research, Provision of Support to Nursing Services, To assist with the relief of duties of the supervisor and act as junior shift-leader on both day and night shift, To partake in overall specialized unit functions, i.e. team building, Maintain professional growth/ethical standards and self-development.

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- NOTE** : Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews. Applicants 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 appointment will be verified. Persons in possession of foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 04 November 2022
- POST 40/140** : **PROFESSIONAL NURSE (SPECIALTY NURSING) – CRITICAL CARE REF NO: REFS/015282 (X1 POST)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : Grade 1: R388 974 – R450 939 per annum, (all-inclusive package)
: Sebokeng Hospital
: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in the relevant specialty. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
- DUTIES** : Provision of quality clinical nursing care in area of specialty within legal and ethical framework. Implement cost-containment measures to ensure efficient utilization of human material and financial resources.
- ENQUIRIES APPLICATIONS** : Deputy Director S.J.K. Sejeng Tel No: 016 930 3302
: Applications should be posted to Private Bag X058, Vanderbijlpark 1900 or hand delivered to Sebokeng Hospital, Human Resource Department,

		Moshoeshoe Street. NB: Online applications will not be considered due to system challenges.
<u>NOTE</u>	:	Applications must be submitted on a new 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 of the application. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . In terms of DPSA circular no 19 of 2022, fully completed and signed Z83 form should be accompanied by a recent updated CV only. Copies of qualifications and other relevant documents may not be included on application. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents will result in the application not being considered. Communication will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Gauteng Department of Health is guided by the principles of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity targets of the institution. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.
<u>CLOSING DATE</u>	:	04 November 2022
<u>POST 40/141</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY NURSING) – THEATRE REF NO: REFS/SEB/22/11 (X1 POST)</u> Directorate: Nursing
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 1: R388 974 – R450 939 per annum, (all-inclusive package)
	:	Sebokeng Hospital
	:	Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in the relevant specialty. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Provision of quality clinical nursing care in area of specialty within legal and ethical framework. Implement cost-containment measures to ensure efficient utilization of human material and financial resources
<u>ENQUIRIES APPLICATIONS</u>	:	Deputy Director S.J.K. Sejeng Tel No: 016 930 3302
	:	Applications should be posted to Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, Human Resource Department, Moshoeshoe Street. NB: Online applications will not be considered due to system challenges.
<u>NOTE</u>	:	Applications must be submitted on a new 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 of the application. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . In terms of DPSA circular no 19 of 2022, fully completed and signed Z83 form should be accompanied by a recent updated CV only. Copies of qualifications and other relevant documents may not be included on application. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents will result in the application not being considered. Communication will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Gauteng Department of Health is guided by the principles of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity targets of the institution. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.
<u>CLOSING DATE</u>	:	04 November 2022

POST 40/142 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: MRH/2022/39**
Directorate: Human Resources

SALARY : R382 245 – R450 255 per annum (Level 09)
CENTRE : Mamelodi Regional Hospital
REQUIREMENTS : National Senior Certificate and an appropriate 3-year Degree or Diploma in Human Resource or equivalent qualification with 5 years relevant Human Resource experience as an HR generalist and 3 years of which should be supervisory level. Knowledge and understanding of Public Service of the PERSAL system. Computer literate. Good written and advanced communication skills. Must have leadership, planning, organising and problem-solving skills. Ability to work in a high volume and highly pressurized environment.

DUTIES : Lead and manage HR unit. Manage HR budget. Implement and interprets policies directives and guidelines. Implement and maintain a sound quality management system, including applicable legislations, policies, good practices and standards. Manage Recruitment & Selection processes. Provide training, guidance and support to HR staff and line Managers. Approve and quality assure all mandates and transactions related to appointments, transfers, 118 terminations, salary administration, and management of conditions of service etc. Manage OSD appointments. Grade Progression for OSD and non-OSD. Ensure that PERSAL related transactions and mandates Forwarded to Gauteng Department of Finance (GDF) are captured correctly. Manage staff Establishment and post filling. Draw up a Post filling plan. Policy and Procedure on Incapacity leave and Ill Health Retirement (PILIR) Provide strategic and operational Support to staff and line managers. Manage the Performance Management and Development system (PMDS) and the implementation thereof. Manage Training unit. Compile and submit reports or any other HR related submissions. Manage HR related submissions. Manage audit queries. Manage and implement ORWOPS/ORW, Declaration of Financial Disclosures/e-Disclosures. Monitor Overtime and capturing of the authorization for overtime for Nursing, Admin & Support staff. Specimen signatures. Management of the payroll. (ESS & Manual) Develop and monitor the Operational Plan for HR. Attend meetings.

ENQUIRIES : Mr H Hlophe Tel No: (012) 841 8329
APPLICATIONS : Must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122 or hand delivery to: Human Resource Office, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.

FOR ATTENTION : Mr H Hlophe
NOTE : Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV only. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.

CLOSING DATE : 04 November 2022 Time: 16:00

POST 40/143 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: REFS/015306 (X1 POST)**
Directorate: Human Resources Management

SALARY : R382 245 per annum
CENTRE : Sebokeng Hospital
REQUIREMENT : Grade 12(Matric) plus an appropriate Degree or National Diploma (NQF 6) in Human Resources Management with minimum of 5 years' experience in Human Resource environment as a generalist or Grade 12(Matric) with minimum of 15 years Human Resource experience as a generalist. 3 years supervisory experience. Experience in a Health environment will be an added advantage. Successful completion of PERSAL training course. Knowledge and

understanding of Public Service legislative framework. Extensive knowledge and experience of the PERSAL system and Human Resource Administration processes. Computer literate (MS Word, MS Excel, and PowerPoint). Knowledge of the Public Service Act, Public Finance Management Act, Labour Relations Act, Skills Development Act, and other Legislative Prescripts that govern Human Resource Management. Good written and advanced communication skills. Must have leadership, planning, organizing and problem-solving and conflict management skills. Must be able to manage and lead a team. Ability to multitask and prioritize. Ability to work in a high volume and highly pressurized environment.

DUTIES

: Lead and manage the Human Resource teams. Manage HR budget. Implement and interpret policies, directives, and guidelines. Implement and maintain sound quality management systems, including applicable legislations, policies, good practice, and standards. Manage Recruitment & Selection processes. Provide training, guidance and support to HR staff and line managers. Approve and qualify all mandates and transactions related to appointments, transfers, terminations, salary administration and management of condition of service etc. Manage OSD appointments, grade progressions for OSD and non OSD. Ensure that PERSAL related transactions and mandates forwarded Gauteng Department of E-Government are captured correctly. Manage staff establishment and post filling. Draw up a post filling plan. Implement Policy and procedures on Incapacity leave and Ill- Health Retirement (PILIR). Provide strategic and operational support to staff and line managers. Manage the Performance Management and Development System (PMDS) and the implementation thereof. Manage training unit. Compile and submit reports or any other HR related submissions. Manage audit queries. Manage and implement ORW, Declaration of Financial Disclosures/e-Disclosures. Monitor overtime and capturing of the authorization for overtime. Manage leave and work attendance by staff. Ensure that leaves are correctly and timeously captured on PERSAL. Serve on relevant statutory committees as required. Develop and implement relevant strategic and Operational Plans with monitoring and evaluations to achieve Hospital Objectives. Prepare and submit consolidated monthly, quarterly and annual reports to the Manager HRM. Maintain ethical and professional conduct.

ENQUIRIES

: Mr Maake MR Tel No: 016 930 3004

APPLICATIONS

: Applications should be posted to Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street. Online applications will not be considered due to system challenges.

NOTE

: must be submitted on a new 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 of the application. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. In terms of DPSA circular no 19 of 2022, fully completed and signed Z83 form should be accompanied by a recent updated CV only. Copies of qualifications and other relevant documents may not be included on application. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents will result in the application not being considered. Communication will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Gauteng Department of Health is guided by the principles of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the institution. NB: People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

CLOSING DATE

: 04 November 2022

POST 40/144

: **SENIOR CASE MANAGER REF NO: REFS/015311**
Directorate: Finance

SALARY CENTRE

: R382 245 per annum
: Sebokeng Hospital

REQUIREMENTS

: Degree/ Diploma in Nursing with a minimum of 5 years' experience in Clinical Nursing practice post registration with SANC as a Professional nurse. Financial related qualification will be added as an advantage. Current registration with

SANC. Computer literacy, good communication skills and organizational skills; problem solving and record management skills. Coordination and liaison skills. Knowledge of National Health Act, Medical Schemes Act, Occupational Health and Safety Act. PFMA, RAF Act, COIDA Act, Patient's Right Charter, Batho Pele Principles, UPFS policy, ICD 10 Coding and NHI, data management policy.

DUTIES : Monitor and manage internal patients who are externally funded (i.e. ensure that ALOS is kept within the norm according to diagnosis and also to obtain reasons from Clinical HOD for extended length of stay). Ensure that ICD 10 and UPFS coding are correct, specific and relevant. Ensure efficient and effective communication of updated clinical information for externally funded clients/ patients. Ensure efficient and effective interpretation and implementation of case management policies, protocols and procedures within the hospital. Coordination of the workflow processes between clinical and administration personnel. Supervision and development of staff. Auditing of externally funded billed files in order to monitor accuracy in coding. Liaison with all relevant role players in matters relating to Case Management. Authorizing of all medical aid patients. Monitoring and support on Medical Aid rejections. Provide training and support on UPFS and charge sheets. Work with monitoring and evaluation department for daily monitoring of health information system registration of patients. Part of nursing and other clinical audit committees to monitor hospital efficiency indicators. Daily monitoring of in-patient's registration by doing ward rounds with operational managers, play a role in bed management of the hospital daily. Compilation of comprehensive reports for reporting i.e. weekly, monthly and quarterly reports. Coordination of work with finance department and clinical and nursing department.

ENQUIRIES APPLICATIONS : Mr Mateba M Tel No: (016) 930 3153
 : Applications should be posted to Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street. Online applications will not be considered due to system challenges.

NOTE : must be submitted on a new 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 of the application. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. In terms of DPSA circular no 19 of 2022, fully completed and signed Z83 form should be accompanied by a recent updated CV only. Copies of qualifications and other relevant documents may not be included on application. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents will result in the application not being considered. Communication will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Gauteng Department of Health is guided by the principles of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the institution. NB: People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment

CLOSING DATE : 04 November 2022

POST 40/145 : **DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: HEID/DIAG/2022/15**
 Directorate: Health

SALARY CENTRE REQUIREMENTS : R322 746 per annum (Level 08), (plus benefits)
 : Heidelberg Hospital
 : National diploma or degree in Diagnostic Radiography. Proof of original registration and current registration with HPCSA as an independent diagnostic Radiographer. Must have completed community service as per requirements of the professional body. Computer literacy essential. Good interpersonal skills. Knowledge of Public Service legislation, policies and procedures. Knowledge of current DOH guidelines and policies governing the Health sector and Radiography profession.

DUTIES : Provide diagnostic Radiography services in a 24-hour department. To participate in a 24-hour roaster. To produce X-ray images according to prescribed protocols, radiation control measures and medico-legal requirements. Assist in the training of Community Service Radiographers, and

students. Assist in the quality assurance processes. Supervise and participate in departmental quality assurance tests. Participate and facilitate in CPD programs as required by the HPCSA. Be able to work with D.R and C.R modalities. To adhere to Batho Pele principles, National core standards, Quality Assurance and other Public Service Policies and Acts. Perform administrative duties including compiling statistics and performing any other duties as delegated by the Supervisor.

- ENQUIRIES** : Dr TS Mabaso Tel No: (016) 341 1100
- APPLICATIONS** : Applications can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441. Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441. Applicants are encouraged to use hand delivery or post office due to institutional technical problems. NB: The closing time on the closing date will be 12h00 Note The institution reserves the right not to fill the post.
- NOTES** : Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV only highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews. Applicants 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 appointment will be verified. Persons in possession of foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 04 November 2022
- POST 40/146** : **DENTAL THERAPIST GRADE 1/2/3**
Directorate: Oral Hygiene and Auxiliary Training (OHAT)
- SALARY** : R322 746 – R445 752 per annum, plus benefits
- CENTRE** : Wits Oral Health Centre
- REQUIREMENTS** : Appropriate qualification that allows registration as a Dental Therapist with the Health Professional Council of South Africa as an independent practitioner. Current registration with the HPCSA as a Dental Therapist with the relevant clinical experience. The candidate must be in possession of a valid driver's license. A postgraduate Masters qualification will be an added advantage. The candidate must be prepared to perform under pressure and after hours to support academic activities in order to improve service delivery.
- DUTIES** : Perform clinical functions as stipulated in the HPCSA Scope of Practice for Dental Therapists. Provide service delivery to patients at the Wits Oral Health Centre and other sites available for training and teaching. Plan and supervise oral health education and oral health promotion activities and outreach programmes. Compile monthly and/or weekly reports of community outreach programmes, academic matters and clinical service delivery relating to patients. Be involved in theoretical (tutorial and lectures) and clinical sessions with dental and oral hygiene students. Conduct research and participate in research activities in the Department.
- ENQUIRIES** : Dr TE Mushungwa Tel No: 0117172916
- APPLICATIONS** : New Z83 application forms must be sent to Wits Oral Health Centre, Private Bag X 15, Braamfontein, 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown No faxed or emailed applications will be accepted.
- NOTE** : This post is a joint appointment for Gauteng Health and Wits University. The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact number and e-mail addresses of three recent (3) referees. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as current proof of HPCSA registration where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result

in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. Applications received after the closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

- CLOSING DATE** : 04 November 2022
- POST 40/147** : **LOGISTIC SUPPORT OFFICER REF NO: SBAH 095/2022**
Directorate: Supply Chain Management
- SALARY** : R261 372 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Three year relevant NQF level 6 tertiary qualifications with three years' experience in Supply Chain Management or Grade 12 with five years' experience in the field of Supply Chain Management. Prove knowledge of SAP, SRM, LOGIS or equivalent systems. Ability to work independently and meet deadlines and to attend to details and ensure correctness of data / information. Ability to work under pressure and in a team. Be prepared to work overtime when required to meet deadlines. Excellent, analytical, planning, project and organizational skills. Good interpersonal relations, negotiation, organizational, planning and problem solving skills. Must be a client orientated person and have effective communication skills (written and verbal), proven computer literacy MS WORD, MS EXCEL, AND MS OUTLOOK. Understanding of the health environment will be an added advantage. Proven knowledge of all acts, regulations and guidelines.
- DUTIES** : Assist end users with timeous development of the specifications and Material Master Numbers (MMN) of BID and RFQ`s. Assist end-users with compilation of demand management plans and procurement plans. Consolidate relevant reports and review demand management for end users. Monitor and ensure all process and procedures comply with supply chain management and treasury and preferential procurement policy framework ACT. Prepare management information and reports, statistics and reporting on procurement to management. Attend to Supply Chain Management audit queries, Human Resources Management (i.e Job Description, Performance agreements, Performance appraisal and Development of staff. Prepare and coordinate stock takings and exercise supervision during stock taking. Compile stock taking report. Prepare monthly recons on inventory stock to Head Office. Supervise and manage demand section of the SCM and provide guidelines in respect of minimum and maximum stock levels when ordering store items and non-store items.
- ENQUIRIES** : Mr D Moraswi Tel No: 012 354 5159
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** : 04 November 2022
- POST 40/148** : **PROFESSIONAL NURSE GRADE 1 (GENERAL NURSING) REF NO: HEID/PNA1//2022/16 (X5 POSTS)**
Directorate: Health
- SALARY** : R260 760 - R302 292 per annum
CENTRE : Heidelberg Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e: Diploma/Degree in nursing) or equivalent qualification with the SANC as a Professional Nurse. Registration as a Professional Nurse after post

		Community Service. Current (2022) SANC license to practice. Basic Midwifery will be an added advantage.
<u>DUTIES</u>	:	Implement a comprehensive nursing care plan/program for the promotion of health, self-care, treatment and rehabilitation of patients. Administer treatment plan of common or minor primary health conditions presented at primary care facilities in accordance with prescribed norms and standards, guidelines and treat conditions of patients as prescribed. Screen health problems and diseases in accordance with prescribed norms and standards. Maintain a therapeutic relationship and environment in which health care can be provided optimally and safely. Create and maintain a complete and accurate nursing record for individual health care users. Audit clinical records by analyzing data. Implement standards, practices, criteria and indicators for quality nursing. Assist in the development of nursing and improvement of standards of care through research. Create an environment and learning opportunities that foster professional growth and improvement in nursing and health care. Actively engage in the education and training of students in the health care system. Develop and document interventions and progress of patients to facilitate continuity of care. Participate in the formulation and review of nursing interventions through comprehensive and on-going assessment. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a professional and ethical practice as well as an enabling environment for ethical practice. Protect and advocate rights of patients regarding health care. Compliance and adherence to the relevant acts/prescripts applicable within the nursing environment. Apply the principles of nursing care in service rendering, for the maintenance of professional excellence. Implement nursing care management activities according to the Standards of Practice and Scope of Practice. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms LLP Msiza Tel No: (016) 341 1203
<u>APPLICATIONS</u>	:	Applications can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441. Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441. Applicants are encouraged to use hand delivery or post office due to institutional technical problems. NB: The closing time on the closing date will be 12h00 Note: The institution reserves the right not to fill the post.
<u>NOTE</u>	:	Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV only highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews. Applicants 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 appointment will be verified. Persons in possession of foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department
<u>CLOSING DATE</u>	:	04 November 2022.
<u>POST 40/149</u>	:	<u>PROFESSIONAL NURSE GRADE 1 -3 (GENERAL NURSING INFECTION PREVENTIONS AND CONTROL REF NO: HEID/PNA/IPC/2022/17 (X1 POST)</u> Directorate: Health
<u>SALARY</u>	:	Grade 1: R260 760 - R302 292 per annum Grade 2: R320 703 – R368 307 per annum Grade 3: R388 974 – R492 756 per annum
<u>CENTRE</u>	:	Heidelberg Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e: Diploma/Degree in nursing) or equivalent qualification with the SANC as a Professional Nurse. Registration as a Professional Nurse after post Community Service. Previous Knowledge of infection control practices and

- principles or exposure will be an added advantage. Current (2022) SANC license to practice.
- DUTIES** : Assist in Facilitating, coordinating and reviewing National, Provincial and regional legislation regarding infection Control protocols and monitors the Implementation thereof. Assist in Implementing and maintaining an effective hospital infection surveillance system in alignment with the infection control policies. Assist in Developing and monitoring the implementation of continuous infection control, educate and training programmes. Review and monitor the implementation and effectiveness of clinical protocols and guidelines. Assist in developing and monitoring the implementation of continuous infection control educate and training programmes. Conduct formal and informal infection control trainings. Participate in induction and orientation programmes notifying of notifiable conditions to relevant authorities. Investigate and control outbreaks of infection. Assist in conducting infection control campaigns. Effective use of material resources and hospital budget.
- ENQUIRIES** : Ms LLP Msiza Tel No: (016) 341 1203
- APPLICATIONS** : Applications can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441. Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441. Applicants are encouraged to use hand delivery or post office due to institutional technical problems. NB: The closing time on the closing date will be 12h00 Note The institution reserves the right not to fill the post.
- NOTE** : Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV only highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews. Applicants 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 appointment will be verified. Persons in possession of foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 04 November 2022
- POST 40/150** : **PROFESSIONAL NURSE GRADE 1-3 (GENERAL NURSING QUALITY ASSURANCE) REF NO: HEID/PNA/QA/2022/18 (X1 POST)**
Directorate: Health
- SALARY** : Grade 1: R260 760 - R302 292 per annum
Grade 2: R320 703 – R368 307 per annum
Grade 3: R388 974 – R492 756 per annum
- CENTRE** : Heidelberg Hospital
- REQUIREMENTS** : Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e: Diploma/Degree in nursing) or equivalent qualification with the SANC as a Professional Nurse. Registration as a Professional Nurse after post Community Service. Current (2022) SANC license to practice. Knowledge of quality Assurance Standards (Ideal Hospital Realization Framework) and depth Knowledge of patient care and hospital policies and guidelines will be an added advantage.
- DUTIES** : Participate actively in conduction of Ideal Hospital Realization Framework annual assessments. Participate actively in conduction of annual PEC (Patient Experience of care) surveys and assist in capturing of results. Participate actively in conduction of DPOS (Daily Patient Experience of care) survey and assist in analyzing the results thereof. Monitoring of hospital compliance with current guidelines. Review and analyze patients' complaints. Work closely with patients and staff to develop best care based on patients needs. Participate in training programmes and work closely with quality assurance leadership. Attend monthly quality assurance meetings. Play an important role in assisting the hospital in the achievement of departmental goals and objective. Assist in development of QIP (Quality Improvement Plans). Participate actively in clinical audit sessions. Effective use of material resources and hospital budget.

ENQUIRIES APPLICATIONS : Ms LLP Msiza Tel No: (016) 341 1203
 : Applications can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441. Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441. Applicants are encouraged to use hand delivery or post office due to institutional technical problems. NB: The closing time on the closing date will be 12h00 Note The institution reserves the right not to fill the post.

NOTES : Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV only highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews. Applicants 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 appointment will be verified. Persons in possession of foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE : 04 November 2022

POST 40/151 : **INFORMATION TECHNOLOGY (IT) TECHNICIAN REF NO: CHBC/ADMIN/OCTOBER/2022 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R211 713 - R249 378 per annum (Level 06), (plus benefits)
 : Chris Hani Baragwanath Campus
 : Relevant IT diploma/degree. A minimum of 2 years working experience in the Public Service IT environment. Knowledge of the Public Service Transversal systems (BAS, PERSAL, SAP, etc.). Applicants must be in possession of a valid driver's license. Report writing and interpersonal relations skills are also important attributes.

DUTIES : Perform hands-on fixes at the desktop level, install and upgrade software, install hardware, implement file backups, and configure system applications. Perform preventative maintenance, check, and clean workstation, printer and evaluate results to choose the best solution and solve problem. Coordinate the repairing and replacing of hardware equipment. Assist in coordinating special projects including network related writing plans and system installation, backup, maintenance, and problem solving. Assist and provide support on WAN/LAN, and other technology as requested, including performing scheduled network tasks, updating anti-virus definition files. Take ownership of user problems and follow up the status of problem on behalf of the user and communicate progress in a timely manner. Coordinating the use of facilities, including audio visuals and projectors. Managing user accounts (passwords reset, creation of user account from active directory). Conduct regular in-service training on the effective utilization of IT equipment. Setting up of projectors and sound equipment. Continuously attend workshops on information technology. Maintain an IT asset register at the college. Ensure functionality of the PABX, all audio-visual equipment and software systems. Effect the GDoH – ICT Policy and guidelines for the campus. Liaise with GDoH ICT for support and maintenance.

ENQUIRIES APPLICATIONS NOTE : Ms. P Ndaba Tel No: (011) 983 3006
 : Applications should be submitted on <http://professionaljobcentre.gpg.gov.za>.
 : All application must be submitted online only. Applicants must submit a fully completed most recent Z83 (81/971431) and a comprehensive Curriculum Vitae (CV) only. Most recent Z83 application form can be obtained from Department of Public Service and Administration (DPSA) website. Notes: Applicant will be contacted to submit certified copies of your I.D, qualifications, copy of service record signed by Human Resource Department after the assessment of the submitted job application to alleviate administration burden and cost for applicants. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting. Contactable referees quoted on the CV. State all your competencies, training and knowledge in your C.V. Smart card must be copied both sides (Driver's license and ID). Employment history must reflect

the complete calendar date (e.g., 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records, and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. Correspondence will be limited to shortlisted candidates. CHBC reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post. 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.

- CLOSING DATE** : 04 November 2022 12H00
- POST 40/152** : **SECRETARY REF NO: REFS/015313**
Directorate: Patient Affairs (Clinical departments)
- SALARY** : R176 310.per annum, (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade10 or equivalent /Grade 12 or equivalent. Knowledge of: Secretarial duties, as well as the ability to capture data, operate a computer (Microsoft Office), collecting statistics, document tracking, storage and retrieval. Knowledge and understanding of legislative framework governing the Public Service e.g. Batho Pele Principles, Patients' Rights, PFMA and knowledge of working procedures in terms of working environment. Skills: Good verbal and written communication, typing, planning and organising, problem solving, time management and ability to interpret directives. The following will be an added advantage: Grade 12 with extensive experience as a secretary. Secretarial Diploma or equivalent qualification from a SAQA recognized tertiary institution with one (1) years' experience. Telephone etiquette, be able to work independently and be part of a team, Ability to function under pressure, assertive and presentable.
- DUTIES** : Responsible for overall administration of the manager's office. Daily management and co-ordination of office activities. Management of all incoming and outgoing correspondence. Co-ordination and preparation for meetings, workshops and typing documents. Provide reception services including call screening, receiving as well as attending to messages and provide hospitable reception for visitors to the manager's office. Making travel and accommodation arrangement as well as processing of all subsistence and travel claims. Handling of confidential documents. Operate standard office equipment (fax, photocopy machine and telephone). Type correspondence such as reports, submissions and letters. Perform administrative tasks such as taking minutes and arranging/serving refreshments.
- ENQUIRIES** : Dr S Ngcezu Tel No: 011 481 2167
APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address Supportthr01.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information

preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, African Females and Males, Coloured Females and Males, Indian Males and Females and White Males and Females are encouraged to apply.

- CLOSING DATE** : 04 November 2022
- POST 40/153** : **ADMINISTRATION CLERK (RECEPTIONIST) REF NO: LCOEC/ADMINISTRATION/10/2022**
- SALARY** : R176 310 per annum, (plus benefits)
- CENTRE** : Lebone College of Emergency Care
- REQUIREMENTS** : Grade 12 with 1 year Administration and reception experience. Computer Literacy (MS Word, Excel, Outlook etc). Good internal personal communication skills (written and verbal). Ability to work under pressure and must have Administration skills.
- DUTIES** : Operating switchboard for incoming and outgoing calls. Attending to Visitors/learners/staff and providing the correct information regarding the College. General Administration duties i.e., typing of letters, updating internal telephone list and filing of documentation. Opening and distributing of mail received. Monitoring of enquiries from reception via email, Boardroom bookings. Issuing of appeal forms to learners and forward to Assistant Director (Administration) for processing. Facility Management complaints register - daily entries to be forwarded to the Facility Manager. Announcements over the intercom system & testing of the system weekly. Perform any other duties as determined by College Management.
- ENQUIRIES** : Ms B Ramatsetse Tel No: 012 356 8000
- APPLICATIONS** : Applications must be delivered to Lebone College of Emergency Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031.
- NOTE** : The institution reserves the right not to appoint. Applications must be submitted on the new form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The communication from HR of the Department regarding the requirements for certified 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. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. 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.
- CLOSING DATE** : 04 November 2022 at 12H00
- POST 40/154** : **ADMINISTRATION CLERK REFNO: REFS/015312**
Directorate: Nursing
- SALARY** : R176 310 per annum, (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Grade10 or equivalent /Grade 12 or equivalent. Knowledge of: clerical duties, as well as the ability to capture data, operate a computer (Microsoft Office), collecting statistics, training, document tracking, storage and retrieval. Knowledge and understanding of legislative framework governing the Public

Service e.g. Batho Pele Principles. Mission and Vision of the hospital, Code of Conduct and knowledge of working procedures in terms of working environment. Skills: Good verbal and written communication, typing, planning and organising, problem solving, time management and ability to interpret directives.

DUTIES : Facilitate training logistics, e.g. booking and preparation of training venues and assess readiness prior scheduled training day. Registration of participants at the training venue. Assist and support training providers during training. capture and maintain training records, (e.g., trainee list, schedules, attendance registers). Maintain communication to ensure smooth running of the department, e.g., answer and direct telephone calls. Maintain update system for filing, inventory, mailing, and databases. Handle incoming and outgoing office correspondence. Prepare meeting agendas; attend meetings to take notes and write minutes. Make travel arrangement for training personnel and keep records of transport request. Circulate any training available. Take inventory and order materials, supplies, and service needed. Operate office machinery, including photocopiers, scanners and computers. Troubleshoot problems that arise with office equipment. Assist with procurement of goods and services, i.e., sourcing quotations, completing RLS01 and submitting for authorization. Maintain records of procured goods for the financial year. Maintain a database to capture electronically all procured goods and services.

ENQUIRIES : Ms. A. Tshitereke Tel No: 011 488 3787
APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address Supporthr02.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.

NOTE : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, African Females and Males, Coloured Females and Males, Indian Males and Females and White Males and Females are encouraged to apply.

CLOSING DATE : 04 November 2022

POST 40/155 : **STAFF NURSE GRADE 1 REF NO: HEID/SN/2022/19 (X9 POSTS)**
Directorate: Health

SALARY : R173 952- R 195 771 per annum
CENTRE : Heidelberg Hospital
REQUIREMENTS : Qualification that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current (2022) SANC license to practice.

- DUTIES** : Development and implementation of basic patient care plans: Ensure maintenance of patient hygiene; Sustain nutritional status of patients. Facilitate the mobility of patients; Facilitate the elimination processes. Provide basic clinical nursing care Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures (i.e. administering of intramuscular injections); Preparation of patients for diagnostic and surgical procedures. Effective utilization of material resources. Order stock and equipment in a cost-effective manner; Report loss or damage immediately. Maintain the code of conduct as required in the public service and by the professional body.
- ENQUIRIES** : Ms LLP Msiza Tel No: (016) 341 1203
- APPLICATIONS** : Applications can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441. Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441. Applicants are encouraged to use hand delivery or post office due to institutional technical problems. NB: The closing time on the closing date will be 12h00 Note The institution reserves the right not to fill the post.
- NOTE** : Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV only highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews. Applicants 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 appointment will be verified. Persons in possession of foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 04 November 2022.
- POST 40/156** : **NURSING ASSISTANT GRADE 1 REF NO: HEID/NA//2022/20 (X6 POSTS)**
Directorate: Health
- SALARY** : R134 514 - R151 401 per annum
- CENTRE** : Heidelberg Hospital
- REQUIREMENTS** : Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nursing Assistant) Current (2022) SANC license to practice.
- DUTIES** : Maintain hygiene of patient; Provide nutrition and assist with mobility: Assist with elimination processes. Provide elementary nursing care. Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures (i.e. administering of oral medication); Preparation of patients for diagnostic and surgical procedures; Maintain professional growth/ethical standards and self-development Maintain the code of conduct as required in the public service and by the professional body. Seek learning opportunities, i.e. in-service training, courses.
- ENQUIRIES** : Ms LLP Msiza Tel No: (016) 341 1203
- APLLICATIONS** : Applications can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441. Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441. Applicants are encouraged to use hand delivery or post office due to institutional technical problems. NB: The closing time on the closing date will be 12h00 Note The institution reserves the right not to fill the post.
- NOTE** : Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV only highlighting or stating the requirements mentioned above. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews. Applicants 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 appointment will be verified. Persons in possession of foreign qualification must furnish the Department with the

evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
04 November 2022.

CLOSING DATE

:

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

APPLICATIONS
CLOSING DATE
NOTE

:

Please apply online at <http://professionaljobcentre.gpg.gov.za>
04 November 2022
Requirement of applications: Applicants who have previously applied, are encouraged to re-apply. No late applications will be considered. No faxed or emailed applications will be accepted. The Gauteng Department of Human Settlements is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Persons with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender, youth, and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a new Z83 and a comprehensive Curriculum Vitae (CV) only. Certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job) will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POST

POST 40/157

:

SERVICES LEVEL MANAGER REF NO: REFS/015295

SALARY
CENTRE
REQUIREMENTS

:

R382 245 per annum
Johannesburg
Matric plus National Diploma/Degree in Computing or ICT related field, coupled with a minimum of 3 – 5 years' extensive experience in Service Level and Service Desk Management function. Minimum ITIL foundation certification is compulsory. ITIL Intermediate or higher certification and Other ICT Industry specific qualifications will be an advantage. Competencies: Understanding of different project management principles. Knowledge of relevant legislation and Public Service Regulations. Knowledge of SLA's and Service Desk. Management information knowledge. Attributes: Project management methodologies, Stakeholder relationship management, Customer management, Results/ quality management, Innovation/ continuous improvement, Problem solving skills, Analytical, Negotiation skills, Decision making, Communication skills and Initiative.

DUTIES

:

Negotiates, agrees and maintains SLA's with internal and external stakeholders and 3rd parties. Negotiates and agrees with both the internal customer and ICT on any Service Level Requirements (SLR's) for any proposed new/developing services. Analyses and reviews service performance against SLAs and OLAs. Produces regular reports on service performance and achievement to the internal customer and the Director: ICT. Organises and maintains the regular Service Level review process. Initiates any actions required to maintain or improve service levels. Conducts annual (as appropriate) reviews of the Service Level process and negotiates, agrees and controls any amendments necessary. Ensure that services are delivered in accordance with legislation, industry best practice, effective processes/mechanisms and organization policies. Provide and improve relationship and communication with the business and customers. Ensure that specific and measurable targets are developed for all ICT services. Monitor

and improve customer satisfaction with the quality of service delivered. Ensure that the D: ICT and the customers have a clear and unambiguous expectation of the level of service to be delivered. Designing SLA frameworks. Conduct customer satisfaction surveys. Log calls with external service providers when service is unavailable. Training of personnel on relevant Departmental IT systems, applications and procedures. Manage service desk and staff and produce incidents reports. Monitor the IT service delivery team, taking responsibility for service desk, desktops and desktop application support. Ensure SLA's are achieved and client expectations are met. To provide reports to agreed schedule or on request, including management and account performance reports. Attend client service reviews meetings, areas covered will include performance reports, service improvements, quality and processes. Develop and facilitate workshops and training courses. Ensure that all co-workers in projects understand and follow all procedures they are involved with SLM practices. Re-engineer the service desk according to industry best practices utilizing the ITIL framework. Provide monthly reporting on key critical areas of the service desk in terms of performance, workload, resource workload distribution and SLA achievement. Tracking and documentation of jobs using the Service Desk tool.

ENQUIRIES

: Ms M Tshabalala Tel No: 063 691 4046