

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : Head Office (Ho) Physical Address: 26<sup>th</sup> Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg, 2001.
- CLOSING DATE** : 18 November 2022
- NOTE** : It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za /documents](http://www.dpsa.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialed by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialed and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV is required. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. All candidates for MMS positions will be required to undergo competency assessment and security clearance. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful.

**OTHER POST**

- POST 42/153** : **SENIOR ADMIN OFFICER: FUNDED (NON-PROFIT ORGANIZATIONS)**  
**REF NO: HO2022/11/01**  
Directorate: Early Childhood Development  
(2 Years Fixed Term Contract)
- SALARY** : R321 543 per annum
- CENTRE** : Head Office, Johannesburg
- REQUIREMENTS** : An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Accounting/ Financial Management or a related three-year qualification plus minimum of 2 years' relevant experience. Knowledge and understanding of PFMA, legislation/ NPO National Financing Guidelines, ECD Conditional Grant Framework, Non-Profit Organization Act, Policy on Financial Awards and Financial systems and Departmental mandates. Computer literacy, Project Management, report writing, communication, problem solving, conflict management, interpersonal, planning and organizing, coordination, analytical, facilitation and presentation skills. A Valid driver's license.
- DUTIES** : Prepare the annual Business Plan in line with the ECD Conditional Grant budget, ECD Conditional Grant Framework and the ECD Costing Model. Drafting of annual Business Plan and Submission to National DBE and Provincial Treasury. Compilation and submission of database for ECD NPOs identified to benefit from the subsidy through ECD Conditional Grant comply with the ECD Conditional Grant Framework. Ensure that database of infrastructure projects is also consolidated and submitted to National DBE and Provincial Treasury. Consolidation of monthly quarterly reports for submission to the Province, National DBE and Provincial Treasury. Monitor funding and

expenditure performance of both subsidy and infrastructure Projects. Advise the technical team on approved budget for funding of ECD Conditional Grant NPO's and infrastructure projects. Conduct an analysis on the claim forms submitted. Monitor the ECD Conditional Grant budget to prevent overspending and under spending. Monitor errors that transpires from the transfer payment and supply chain processes. Approve or disapprove any variations request from the Districts within the scope of the objectives, as per the ECD Conditional Grant Framework and the annual Business Plans. Monitor and compile consolidated reports for submission to the Province, National and Provincial Treasury. To monitor Monthly analysis of ECD Conditional grant payments. Liaise with School Funding Directorate, and Districts on performance of the ECDs identified for ECD Conditional Grant. Liaise with Infrastructure Directorate regarding performance of infrastructure projects. Assess accuracy on number of beneficiaries' vs budget allocated for the individual ECDs Analysis of the monthly expenditure reports for ECD Conditional Grant. Prepare quarter progress reports for submission to Province and National. Attend District, Provincial and National ECD Conditional Grant meetings and prepare Provincial reports to be presented. Monthly Sub-Directorate meetings Monthly ECD Directorate meetings. Monthly Provincial ECD Conditional Grant meetings. Quarterly National ECD Conditional Grant meetings. Regular District deviation meetings. Provincial bi – monthly Infrastructure meetings.

**ENQUIRIES** : Ms. Ntheki Kgukutli Tel No: 011 355 0482

## **DEPARTMENT OF HEALTH**

### **OTHER POSTS**

**POST 42/154** : **MEDICAL SURGICAL SPECIALIST (NEUROSURGERY) REF NO: REFS/015417 (X1 POST)**  
Directorate: Clinical Services

**SALARY CENTRE REQUIREMENTS** : Grade 1: R1 122 630 per annum, (plus benefits)  
: Sebokeng Hospital  
: Appropriate Specialist qualifications (FC Neurosurgery (SA), MMED, MBCHB) registrable with the Health Professions Council of South Africa (HPCSA) plus at least 3 (three) years' experience as a specialist. It would be required of the successful candidate to sign a performance agreement. To have knowledge about own special discipline's relevant legislations, regulations and policies, quality assurance and improvement programmes, programme planning, implementation and evaluation information management Human Resources and financial management. To have leadership, communication, Problem solving and Computer literacy Skills; and be able to function under pressure, be self- confident, objective, ethical and empathic.

**DUTIES** : Represent own discipline as a member of a District Clinical Specialist Team  
Provide comprehensive specialized neurosurgical care related various conditions and trauma. Perform neurosurgical procedures when necessary. Meeting with families of patients to keep them updated on the patient's condition and surgery details. Will be part of the WITS circuit academic programs in teaching registrars, medical officers and interns in the institution. Promote equitable access to appropriate level of care for all patients within the department. Promote clinical effectiveness in department through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Facilitate and participate in the development, training and mentorship of health professionals in the department. Work with District Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. Provide support and guidance ensuring appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical services. Initiate, support and participate in clinical audits and quality improvement cycles. Implement effective monitoring and evaluation processes effective use of data and appropriate reporting on outputs and health outcomes. Work integrated with all the other team members in supporting the other streams of PHC reengineering.

**ENQUIRIES APPLICATIONS** : Dr. F.G Mbara Tel No: 016 930 3301  
: 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](http://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** : 18 November 2022

**POST 42/155** : **MEDICAL OFFICER: PSYCHIATRY REF NO: HRM/2022/40**  
Directorate: Psychiatry

**SALARY** : R833 523 – R1 382 802 per annum, (salary will be determined as per OSD grading)

**CENTRE** : Mamelodi Regional Hospital  
**REQUIREMENTS** : National Senior Certificate or equivalent, MBChB /MBCCH Degree. Ability to function independently and be part of a multidisciplinary team. Applicants must be solution-oriented and have good decision-making skills.

**DUTIES** : Render inpatient and outpatient services in the disciplines. A keen interest. Experience and courses attended in the relevant clinical fields will be an added advantage. Commuted overtime is compulsory.

**ENQUIRIES** : Dr. B Mankge Tel No: (012) 841 8305

**APPLICATIONS** : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource,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 checks, and employment reference checks. Jobs are not for sale at Mamelodi Regional Hospital.

**CLOSING DATE** : 18 November 2022 & time: 16:00

**POST 42/156** : **MEDICAL OFFICER: ANAESTHESIA REF NO: 35/2022 (X1 POST)**  
Directorate: Medical

**SALARY** : Grade 1: R833 523 per annum, (all-inclusive packages)  
Grade 2: R953 049 per annum, (all-inclusive packages)  
Grade 3: R1 106 037 per annum, (all-inclusive packages)

**CENTRE** : Kopanong Hospital  
**REQUIREMENTS** : An appropriate qualification that allows for registration with the HPCSA as a Medical Practitioner. One must have completed community service, candidate must be registered with HPCSA, no attachments/proof/certified copies/copies/ID on application, Z83 and CV only. A minimum of 2 years' experience in anaesthesia of which at least 6 months should be under

specialist supervision. Able to be on call alone, work independently and function well under pressure situations. Able to assist with resuscitation/intubations in other units. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Officer with HPCSA is required. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Officer registration with the HPCSA is required.

**DUTIES** : Supervise junior doctors (interns and community service doctors). The incumbent will liaise with surgeons when patients are booked, do a pre-op assessment and provide appropriate and safe anaesthesia. Make sure that patient's fully recovered before discharge to the ward. Assist with resuscitation/intubations in other units. Attend relevant administrative meetings like mortality, near miss and completing MEDICO legal documents timeously (e.g. death certificates). Improve quality of care by providing appropriate clinical care Reduce medical litigation by exercising good clinical ethic. Implement and monitor adherence to the Ideal hospital. Participate in multidisciplinary team to the management of patients. Ensure that administration and record keeping is done in the department. Be willing to participate in commuted overtime and after-hour duties to provide continuous uninterrupted care of patients.

**ENQUIRIES** : Dr P. Mabena Tel No: (016) 428 7160  
**APPLICATIONS** : Applications must be submitted at Kopanong Hospital, 2 Casino Road, Duncanville, at HR Offices. There is an application box at hospital entrance – ask Security Officers on duty for assistance. Alternative, applications can be posted to Kopanong Hospital, Private Bag X 031, Duncanville, 1930.

**FOR ATTENTION** : Human Resources Department  
**NOTE** : Fully completed new Z83, CV, no attachments/proof/certified copies/copies on application, Z83 and CV only: Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR. People with disabilities are encouraged to apply. If you did not hear from us within three months, please consider your application unsuccessful. Pre-employment screening will be conducted to successful candidates. Kopanong Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. The Institutional Employment Equity Plan will be considered in the process of filling the posts. Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV, no attachments/proof/certified copies/copies on application, Z83 and CV only: Certified documents will only be requested to short listed candidates on or before the day of the interview following communication from HR Office. Successful Candidates will be subjected to OHS Medical surveillance as required by HBA regulations within the OHS Act 85 of 1993, reference check and verification of qualifications will be conducted.

**CLOSING DATE** : 18 November 2022

**POST 42/157** : **MEDICAL OFFICERSS REF NO: 36/2022 (X2 POSTS)**  
 Directorate: Medical

**SALARY** : Grade 1: R833 523 per annum, (all-inclusive packages)  
 Grade 2: R953 049 per annum, (all-inclusive packages)  
 Grade 3: R1106 037 per annum, (all-inclusive packages)

**CENTRE** : Kopanong Hospital  
**REQUIREMENTS** : An appropriate qualification that allows for registration with the HPCSA as a Medical Practitioner. One must have completed community service, candidate must be registered with HPCSA, no attachments/proof/certified copies/copies/ID on application, Z83 and CV only. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Office with HPCSA is required. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Officer registration with the HPCSA is required.

**DUTIES** : Supervise junior doctors (interns and community service doctors). Attend relevant administrative meetings like mortality, near miss and completing MEDICO legal documents timeously (e.g. death certificates). Improve quality of care by providing appropriate clinical care Reduce medical litigation by exercising good clinical ethic. Implement and monitor adherence to the Ideal hospital. Participate in multidisciplinary team to the management of patients. Ensure that administration and record keeping is done in the department. Be willing to participate in commuted overtime and after-hour duties to provide continuous uninterrupted care of patients.

**ENQUIRIES** : Dr P. Mabena Tel No: (016) 428 7160

**APPLICATIONS** : Applications must be submitted at Kopanong Hospital, 2 Casino Road, Duncanville, at HR Offices. There is an application box at hospital entrance – ask Security Officers on duty for assistance. Alternative, applications can be posted to Kopanong Hospital, Private Bag X 031, Duncanville, 1930.

**FOR ATTENTION** : Human Resources Department

**NOTE** : Fully completed new Z83, CV, no attachments/proof/certified copies/copies on application, Z83 and CV only: Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR. People with disabilities are encouraged to apply. If you did not hear from us within three months, please consider your application unsuccessful. Pre-employment screening will be conducted to successful candidates. Kopanong Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. The Institutional Employment Equity Plan will be considered in the process of filling the posts. Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV, no attachments/proof/certified copies/copies on application, Z83 and CV only: Certified documents will only be requested to short listed candidates on or before the day of the interview following communication from HR Office. Successful Candidates will be subjected to OHS Medical surveillance as required by HBA regulations within the OHS Act 85 of 1993, reference check and verification of qualifications will be conducted.

**CLOSING DATE** : 18 November 2022

**POST 42/158** : **CLINICAL PSYCHOLOGIST REF NO: TDHS/A/2022/109 (X1 POST)**  
Directorate: Mental Health Program  
Placement: Soshanguve CHC

**SALARY** : R724 062 – R796 041 per annum

**CENTRE** : Tshwane District Health Services

**REQUIREMENTS** : Appropriate qualifications that allow for registration with the HPCSA in the category Clinical Psychologist (Independent Practice) At least one year relevant experience after registration with the HPCSA in respect of foreign qualified employees, of which it is not required to perform Community Service as required in South Africa. Registration with the HPCSA (current registration [annual practice certificate]). Applicant must be in possession of a valid South African driver's license. Required Knowledge and Skills: Generic knowledge, including: Relevant ethics, laws, policies, guidelines and regulations as per Departmental and HPCSA standards Knowledge of the health system and surrounding public / private systems, including referral networks Relevant local resources  
Profession specific knowledge: Psychometrics, Psychopathology, Psychotherapy, Neuropsychology, Psychopharmacology, Developmental psychology, Health Psychology, Community Psychology, Research Methodology and Statistics, Professional Practice  
Generic skills, including: Language proficiency, Problem solving, self-organisation, planning, time management and ability to work independently, Workplace relations, Ability to work in a team, Information utilization, Listening skills, Effective communication, Conflict management, Computer literacy, Presentation and training skills  
Profession specific skills, including: Clinical interviewing skills, Psychometric administration and interpretation skills, General formulation skills, Diagnostic skills, Psychological intervention skills, Report writing skills, Networking skills, Research skills  
Interest and experience in community mental health will be an added advantage.

**DUTIES** : To Provide Psychological Services Within The District Health System Context: Ambulatory preventive, curative, rehabilitative and palliative psychological care to people with suitably severe mental illness who are beyond the scope of practice of PHC; and providing support and training for primary health care teams in the management of mental health conditions. Psychological case formulation, which may include mental status examinations and mental health diagnoses. Conduct psychological assessments related to appropriate referral questions. Provide appropriate, evidence-based psychological intervention(s) related to case conceptualization(s), (Community-level) Health promotion and prevention activities. Collaborate with and provide support and training for PHC, CCPT and other teams. Record keeping, schedule management,

- completion of statistics, clinical and periodic reports, as well as other related administrative duties.
- ENQUIRIES APPLICATIONS** : Mr Jacques L Labuschagne at 071 6061934  
: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae (only). Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 18 November 2022
- POST 42/159** : **DENTIST (GRADE 1 – GRADE 3) REF NO: TDHS/A/2022/207**  
Directorate: Oral Health
- SALARY** : Grade 1: R809 067 - R 897 939 per annum  
Grade 2: R953 049 - R1 042 092 per annum  
Grade 3: R1 106 037 – R1 382 802 per annum
- CENTRE REQUIREMENTS** : Tshwane District Health Services  
: Grade 12 certificate, Bachelor Degree in Dental Science (BDS or equivalent), registration with the Health Council (HPCSA) as a Dentist. Current registration with the HPCSA and Valid Driver's licence for manual car. Other Skills / Requirements: Sound knowledge of the Departmental Policies would be added as an advantage. Good Communication and interpersonal relation skills, ability to work under pressure and problem solving skills.
- DUTIES** : The incumbent will be rendering a comprehensive Oral Health services in the Clinics, Dental Mobile clinics, Correctional Services, Institutions and Hospitals. Partake in Community Outreach Programmes and perform administrative duties as required by the Programme/Department. Ensure proper running of quality service delivery in Oral Health Facilities and management of the staff in the clinic. Provision of relief within the Sub-District and District when needed. Analysis, verification and submission of statistics on time.
- ENQUIRIES APPLICATIONS** : Dr S.K Reinprecht Tel No: 012 451 9290  
: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae (only). Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 18 November 2022

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| <b><u>POST 42/160</u></b>  | : | <b><u>DENTIST/LECTURER GRADE 1-3 REF NO: UPOHC/DMS/0003/2022</u></b><br>Directorate: Dental Management Sciences   |
| <b><u>SALARY</u></b>       | : | R809 067 – R1 382 802 per annum, (all-inclusive package)  |
| <b><u>CENTRE</u></b>       | : | University of Pretoria Oral Health Centre   |
| <b><u>REQUIREMENTS</u></b> | : | BChD/BDS or equivalent qualification. Current registration with the HPCSA as a dentist in the category Independent Practice. At least 3 years' experience as a dentist in general dental practice with experience in teaching and clinical supervision. Recommendations: A postgraduate qualification (PGDip or MSC) in Paediatric Dentistry or equivalent, with proven active practice in paediatric dentistry in the past three years.  |
| <b><u>DUTIES</u></b>       | : | The successful candidate will be responsible for service rendering in the Special Care Unit and theatre, treating patients with Special Healthcare Needs. The candidate will also be responsible for the coordination/organisation, teaching, learning and assessment of the first year Integrated Dentistry module, whilst significantly contributing to the other modules including second year Integrated Dentistry, Comprehensive Patient Care, Dental Practice Management and Ethics and Jurisprudence. Active involvement with first year students is a requirement, to develop their life and academic skills. Prepare/update study guides and subject content. Prepare lectures and teach undergraduate students; prepare and mark assessments. Clinical supervision of undergraduate students. Management/Treatment of patients specifically in the Special Care Unit. Conduct research. |
| <b><u>ENQUIRIES</u></b>    | : | Prof SE van der Berg-Cloete Tel No: 012 319 2518  |
| <b><u>APPLICATIONS</u></b> | : | Quoting the relevant reference number. Direct applications to Ms S Maleswena, Human Resources Management at Louis Botha A Building, Room 1-28, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001. No faxed or emailed applications will be considered.   |
| <b><u>NOTE</u></b>         | : | Fully completed New Z83 and detailed Curriculum Vitae with minimum of at least three (3) referees. Certified documents will only be requested from shortlisted candidates on or before the day of the interview. Applications must be submitted timeously; applications received after the closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.  |
| <b><u>CLOSING DATE</u></b> | : | 18 November 2022  |
| <b><u>POST 42/161</u></b>  | : | <b><u>ASSISTANT MANAGER NURSING SPECIALTY: THEATRE REF NO: HRM/2022/41</u></b><br>Directorate: Nursing  |
| <b><u>SALARY</u></b>       | : | R624 216 - R702 549 per annum, salary will be determined as per OSD grading   |
| <b><u>CENTRE</u></b>       | : | Mamelodi Regional Hospital  |
| <b><u>REQUIREMENTS</u></b> | : | National Senior Certificate. Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post basic nursing qualification, with duration of at least 1 year in Operating Theatre/Theatre Technique accredited with SANC in terms of Government Notice No R212. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years of period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level.  |
| <b><u>DUTIES</u></b>       | : | Demonstrate in in-depth knowledge of relevant prescripts as well as understanding of the legislatives framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of 101 indicators.   |

- Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.
- ENQUIRIES APPLICATIONS** : MS S Mahlangu Tel No: (012) 841 8363  
 : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. For attention: Ms RM Tloane (HR Recruitment Section).
- FOR ATTENTION NOTE** : Mr H Hlophe  
 : Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV only. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. 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** : 18 November 2022 Time: 16:00
- POST 42/162** : **ASSISTANT MANAGER NURSING SPECIALTY AREA PN-B4 (THEATRE/ICU) REF NO: REFS/TMH/2022/10/27 (X1 POST)**  
 Directorate: Nursing Services  
 Re- Advertisement (Applicants who previously applied are encouraged to re-apply)
- SALARY CENTRE REQUIREMENTS** : R624 216 – R702 549 per annum, plus benefits  
 : Tambo Memorial Hospital  
 : Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of ten (10) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Atleast six (6) years of the period referred to above must be appropriate/ recognizable experience in the speciality after obtaining the one-year post-basic qualification in either ICU/ Theatre. Atleast three (3) years of the period referred to above must be appropriate/ recognizable experience at a Management level. Diploma/ Degree in Nursing Administration, Computer literacy, knowledge and insight of Nursing processes, procedures, statutes and other relevant public service acts. Decision and problem-solving skills, interpersonal and conflict management skills. Knowledge of Ideal hospital framework, norms and standards, Batho-Pele principles. Good communication skills, supervisory and analytical skills. Basic understanding of Human Resources and Financial management policies and practices.
- DUTIES** : Manage and co-ordinate the implementation of holistic, comprehensive, specialized Nursing care in the intensive care unit, theatre and CSSD in conjunction with team members within a professional and legal framework. Ensure the maintenance of quality care standards in the ICU, Theatre and CSSD services. Ensure adequate supervision of staff and personal quality cost effective and efficient patient care. Ensure effective utilization of all infection control and prevention practices by all staff including support services and cleaning staff. Supervise the implementation of health care delivery policies procedures, clinical guidelines and protocols, operational and strategic plans aimed at improving service delivery. Execute disciplinary code and grievance procedure up to the required level and then refer to the Deputy Manager Nursing. Facilitate implementation of departmental priorities and National Core Standards. Monitor and evaluate the care, ensure effective data management. Ensure that ethics and professionalism is maintained, demonstrate effective communication with staff, patients and multidisciplinary and other stakeholders.
- ENQUIRIES APPLICATIONS** : Mrs. C.M Malekane Tel No: (011) 898 8311  
 : Applications can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459.



- NOTE** : Applications must include only completed and signed new Form Z83, obtainable from any Public Service Department or on ([www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Only the shortlisted candidates will be required to submit certified copies of Identity document, Senior Certificate and highest required qualification as well as a driver's licence where necessary on or before interviews. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Foreign qualifications will only be submitted by shortlisted candidates. 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** : 18 November 2022, Time: 12H00
- POST 42/163** : **OPERATIONAL MANAGER - SPECIALTY (PSYCHIATRY) REF: 31/2022 (X1 POST)**  
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R571 242 per annum, (plus benefits)  
: Kopanong Hospital  
: Appropriate Degree / Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. A minimum of nine or more years appropriate / recognizable experience as a Professional nurse after registration with SANC in General Nursing. Five years of the period referred above must be appropriate / recognizable experience in psychiatry after obtaining the one year post basic qualification. The candidate must also have a post basic diploma in Advanced Psychiatry that is registered with SANC. Candidate must be registered with SANC and have a current receipt. Skills: good interpersonal, communication, leadership, knowledge of Mental Health Care Act, Criminal Procedure Act, PFMA, Public Regulations, Regulated Norms and Standards and other legislative framework. Must be computer literate and have a valid driver's license.
- DUTIES** : Demonstrate basic understanding of Human Resource policies and practice through implementation of PMDS, Disciplinary Code, leave management and Supply Chain Management procedures. Ensure effective coordination and integration of quality specialized nursing care and management of complex psychiatric cases through the implementation of advanced procedures and nursing interventions that are in accordance with developed care plan and best practice standards. Identification of Risk Management and timeous implementation of preventive measures in sedated, suicidal, violent and aggressive patients. Monitor compliance, effective and side effects of medication and advocate for patients in cases of in-effective treatments. Deputize for nursing managers in their absence and take charge of the hospital after hours, at night, during weekends and public holidays. Compliance to Batho Pele Principles, Mental Health Care Act procedures and Ideal Hospital Realization and Maintenance. Drive the implementation of National Nursing Strategy. Participate in hospital committees, training, coaching and mentoring and supervision of staff. Employee should also form part of the disciplinary team.
- ENQUIRIES APPLICATIONS** : Ms M. E. Polo Tel No: (016) 428 7130  
: Applications must be submitted at Kopanong Hospital, 2 Casino Road, Duncanville, at HR Offices. There is an application box at hospital entrance – ask Security Officers on duty for assistance. Alternative, applications can be posted to Kopanong Hospital, Private Bag X 031, Duncanville, 1930.
- NOTE** : Fully completed new Z83, CV, no attachments/proof/certified copies/copies on application, Z83 and CV only: Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR office. People With Disabilities Are Encouraged To Apply. If you did not hear from us within three months please consider your application unsuccessful. Medical surveillance will be conducted to successful candidate. Kopanong Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. The Institutional Employment Equity Plan will be considered in the process of filling the posts. Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV,

no attachments/proof/certified copies/copies on application, Z83 and CV only: Certified documents will only be requested to short listed candidates on or before the day of the interview following communication from HR Office. Successful Candidates will be subjected to OHS Medical surveillance as required by HBA regulations within the OHS Act 85 of 1993, reference check and verification of qualifications will be conducted. Human Resources Department.

**CLOSING DATE** : 18 November 2022

**POST 42/164** : **OPERATIONAL MANAGER SPECIALTY (MIDWIFERY) REF NO: REFS/TMH/2022/10/28 (X1 POST)**  
Directorate: Nursing Services

**SALARY** : R571 242 – R642 933 per annum, plus benefits  
**CENTRE** : Tambo Memorial Hospital  
**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in General Nursing Science) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post-basic qualification in Midwifery and Neonatal Nursing Science with duration of one year accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate / recognizable experience in Nursing, after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period mentioned above must be appropriate recognizable experience after obtaining 1- year post-basic qualification in Midwifery and Neonatal Nursing Science.

**DUTIES** : Overall supervision and control of quality patient care in the unit. Ensure the formulation and availability of clinical patient care protocols and policies in her department. Efficient implementation and evaluation of patient care programmes in the unit according to department's strategic goals. Ensure adequate and appropriate staffing according to patient's needs. Effective monitoring and management of absenteeism. Accountable for overall and effective management of nursing duties. Establish efficient communication with the multidisciplinary team. Responsible for the implementation of disciplinary measures. Secure and allocate resources and budget to achieve workplace objectives. Proactively identify performance requirements to improve team work. Ensure performance, evaluation, management and development of staff. Ensuring the adherence to National Core Standards.

**ENQUIRIES** : Mrs. R.T Mohlabane Tel No: (011) 898 8314  
**APPLICATIONS** : Applications can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459.

**NOTE** : Applications must be filled on a new Z83 form (obtainable from any Public Service Department or on ([www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)) accompanied by a comprehensive CV only highlighting or stating the requirements mentioned above. Only the shortlisted candidates will be required to submit certified copies of Identity document, Senior Certificate and highest required qualification as well as driver's licence where necessary on or before interviews. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Foreign qualifications will only be submitted by shortlisted candidates. 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** : 18 November 2022, Time: 12H00

**POST 42/165** : **OPERATIONAL MANAGER SPECIALTY (PSYCHIATRY) REF NO: REFS/TMH/2022/10/29 (X1 POST)**  
Directorate: Nursing Services

**SALARY** : R571 242 – R 642 933 per annum, plus benefits  
**CENTRE** : Tambo Memorial Hospital  
**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus post-basic qualification in Psychiatric Nursing Science with a duration of one year accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate /

recognizable experience in Nursing, after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period mentioned above must be appropriate recognizable experience after obtaining 1-year post-basic qualification in Psychiatric Nursing Science.

**DUTIES** : Overall supervision and control of quality patient care in the unit. Ensure the formulation and availability of clinical patient care protocols and policies in the department. Efficient implementation and evaluation of patient care programmes in the unit according to department's strategic goals. Ensure adequate and appropriate staffing according to patient's needs. Effective monitoring and management of absenteeism. Accountable for overall and effective management of nursing duties. Establish efficient communication with the multidisciplinary team. Responsible for the implementation of disciplinary measures. Secure and allocate resources and budget to achieve workplace objectives. Proactively identify performance requirements to improve team work. Ensure performance, evaluation, management and development of staff. Ensuring the adherence to National Core Standards.

**ENQUIRIES** : Mrs. S.S Ndlovu Tel No: (011) 898 8314  
**APPLICATIONS** : Applications can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459.

**NOTE** : Applications must be filled on a new Z83 form (obtainable from any Public Service Department or on ([www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents)) accompanied by a comprehensive CV only highlighting or stating the requirements mentioned above. Only the shortlisted candidates will be required to submit certified copies of Identity document, Senior certificate and highest required qualification as well as driver's licence where necessary on or before the interviews. Qualifications of candidates recommended for appointment will be verified. Foreign qualifications will only be submitted by shortlisted candidates. 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** : 18 November 2022, Time: 12h00

**POST 42/166** : **PROFESSIONAL NURSE GRADE 1 (SPECIALTY) CHILD NURSING SCIENCE REF NO: ODI/19/10/2022/01 (X1 POST)**  
Re-Advert those who previously applied are encouraged to re-apply.

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

**DUTIES** : Rendering a holistic specialised nursing care to patients as a member of the multidisciplinary team. Maintain Infection Prevention and control standards. Effective utilisation of resources. Participate in training and research. Demonstrate effective communication with patients, supervisors, patients and other health professionals. Promotions of professionalism and adherence to nursing professional ethics. Perform nursing administrative and relieving the Operational Manager. Implement ideal hospital framework. Must be willing to workday and night duty shift.

**ENQUIRIES** : Ms Ntsie EP Tel No: 012 725 2312  
**APPLICATIONS** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane, 0190.

**NOTE** : Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae only. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.

**CLOSING DATE** : 18 November 2022

**POST 42/167** : **PROFESSIONAL NURSE SPECIALTY (OHS) REF NO: TDHS/A/2022/201 (X1 POST)**  
Directorate: Occupational Health and Safety

**SALARY** : R388 974 - R588 390 per annum  
**CENTRE** : Tshwane District Health Services  
**REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with OHS Speciality. Registration with the SANC as Professional Nurse and current registration. At **Grade 1**: A minimum of 4 years' relevant experience as a Professional Nurse after registration with SANC. At **Grade 2**: a minimum of 14 years' relevant experience as a Professional Nurse after registration with SANC of which at least 10 years of experience is in post-basic qualification in the relevant field; Driver's license (manual vehicle); Dispensing license; Experience working in an Occupational Health Clinic. Other Skills / Requirements: Demonstrate an Understanding of Nursing Legislation and Related Legal Ethical Nursing practice in OHS. In depth knowledge of the Occupational Health and Safety Act. Good communication skills, decision making, organizing and facilitating skills. Experience within a district health service will be an added advantage.

**DUTIES** : Rendering a comprehensive occupational health service to employees within the Tshwane District Health Services Occupational Health Clinic; Medical surveillance; Daily patient management (staff); Monitoring of staff with comorbidities; COVID-19 management of staff including testing and contact tracing; Management of OHS complaints; Attending to OHS incidents/accidents; Monitoring the implementation of the OHS policy and OHS SOP; Facilitating the Department of Employment and Labour OHS audits and compliance reports; management of the patient load within the OHS clinic; Rendering support at facilities as and when required; Monitoring OHS compliance (including COVID-19) within the district.

**ENQUIRIES** : Ms. Olga Nape Tel No: (012) 451 9212  
**APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

**NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

**CLOSING DATE** : 18 November 2022

**POST 42/168** : **ASSISTANT DIRECTOR REF NO: 29/2022 (X1 POST)**  
Directorate: Facility Management Unit

**SALARY** : R382 245 – R450 255 per annum, (plus benefits)  
**CENTRE** : Kopanong Hospital  
**REQUIREMENTS** : Grade 12 plus minimum of ten(10) years relevant experience as Level 7 Facility manager in Public Health setting OR Bachelor's Degree/National Diploma in Project Management/Business Administration/Public Administration or equivalent appropriate recognizable qualification with a three 3 years' experience in the facility management unit within public health setting. A valid driver's license. Knowledge: Knowledge of Public Financial Management Act (PFMA), Occupational Health and Safety Act (OHS), Environmental Health Act (EHA), provisioning admin procedures, manual and SAP system and other related Legislation. Knowledge of government policies which includes Batho-

Pele Principles and the mission and vision of the department of health. A sound knowledge of Supply Chain Management processes and any other prescripts. Skills: People and change management skills, Communication skills (verbal and written) and other customer relations skills. Conceptual, analytical and creative thinking, evidence based reporting writing skills. Computer Literacy and Administration Skills. Exceptional analytical and interpretation skills. Conflict management and Leadership Skills .Must Innovative and Self-driven. The Ability to work under pressure including at night and meet deadlines. Excellent planning, organizational and problem – solving skills. A high level of ethical conduct and integrity. Good presentation skills. Project Management skills as well as inter-sectoral collaboration and engagement with the internal and external clients.

**DUTIES**

: Provide day-today maintenance by ensuring that all fixtures are in safe working condition inside and outside the hospital buildings. Adherence to Occupational Health and Safety Regulations by ensuring that maintenance is conducted. Compile, implement and report the day-today minor Projects Implementation Plan. Conduct periodic inspections on the hospital building. Compile and report on Statutory and Major Projects Implementation Plan. Ensure the implementation of turnaround strategy of the maintenance of the Hospital .Scrutinize specifications in consultation with the inspectors of the department of Infrastructure and Development (did) both local and central office. Develop maintenance strategy and Implementation of policy guidelines, norms and standards according to regulatory framework. Perform preventative maintenance in the Hospital and ensure that checklists are completed. Liaison with DID regarding major maintenance within the hospital. Compile weekly and monthly reports and present to hospital TOP management team. Assist with monitoring of all statutory Projects and onsite contractors, Liaison with all stakeholders including EHP .Allocate Parking space to the staff members. Manage staff information (Parking and Accommodation). Manage hospital cleaning and gardening units. Perform routine inspections of immovable assets in the Hospital. Ensuring availability of diesel, oxygen, coal, visual gas and other supplies. Ordering of Material, stock and equipment for the unit. Managing the FMU stock control and storeroom. Work in Collaboration with Supervisor of grounds men in the Hospital in monitoring the upkeep of Hospital Garden/Landscaping as per contractual obligations with service providers. Manage hospital security and support the security contracts to ensure safety of patients, staff and hospital property. Provide a neat, safe and cleaning environment that complies with OHS Regulations. Manage the Horticulture activities .Ensure effective management of security and Assets of the hospital. Ensure the Contracting and evaluations of staff according to PMDS Policy.

**ENQUIRIES  
APPLICATIONS**

: Dr. P. Mabena Tel No: (016) 428 7112  
: Applications must be submitted at Kopanong Hospital, 2 Casino Road, Duncanville, at HR Offices. There is an application box at hospital entrance – ask Security Officers on duty for assistance. Alternative, applications can be posted to Kopanong Hospital, Private Bag X 031, Duncanville, 1930, Kopanong Hospital, HR office, 2 Casino Road, Duncanville.

**FOR ATTENTION  
NOTE**

: Human Resources Department  
: Fully completed new Z83, CV, no attachments/proof/certified copies/copies on application, Z83 and CV only. Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR. people with disabilities are encouraged to apply. If you did not hear from us within three months, please consider your application unsuccessful. Pre-employment Screening will be conducted to successful candidates Kopanong Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. The Institutional Employment Equity Plan will be considered in the process of filling the posts. Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV, no attachments/proof/certified copies/copies on application, Z83 and CV only: Certified documents will only be requested to short listed candidates on or before the day of the interview following communication from HR Office. Successful Candidates will be subjected to OHS Medical surveillance as required by HBA regulations within the OHS Act 85 of 1993, reference check and verification of qualifications will be conducted.

**CLOSING DATE**

: 18 November 2022

- POST 42/169** : **ASSISTANT DIRECTOR: FINANCE REF NO: EMS/AD/10/22**  
Re advertisement. People who applied previously must re apply)
- SALARY** : R382 245 per annum (Level 09), (plus benefits)  
**CENTRE** : EMS Head Office: Midrand  
**REQUIREMENTS** : Degree or Advanced Diploma in Public Finance Management/Cost and Management Accounting/ Accounting Management and Financial Information System or equivalent Finance related qualification at NQF level 7. A minimum of three years' Supervisory experience in finance related environment. A valid driver's license. Knowledge and understanding of Public Financial Management Act PFMA), National Treasury Regulations (NTR), Generally Recognized Accounting Practice (GRAP), Division of Revenue Act (DoRA) and other Financial Guidelines & Procedures. Knowledge of Government Financial Systems with preference for BAS, SAP, PERSAL. Skills: Financial Management. Good Communication (both written & verbal); Computer Literacy (EXCEL). Management & Organizational. Human Resources Management with Accountability and Ethical Conduct.
- DUTIES** : Compile and management of yearly and MTEF budget through monthly IYM. monitoring misallocations; shifting of funds and commitment register. Revenue. Management through monitoring the collection of funds from mainly EMS Patients, RAF, Medical Aid Schemes, and other Departmental Revenue Resources. Follow-up of outstanding funds and preparation & consolidation of all Financial monthly and quarterly reports. Management of the accounts payable and overseeing all financial & revenue reconciliations and ensure correct and timeous processing of invoices, quality assurance and verification of all Financial transactions. Management of Petty Cash and BAS disallowances. Review and analyse reports including accruals, commitments, 30 days' reports etc. Render professional advice and guidance to Districts Line Functionaries on the interpretation and implementation of financial procedures and policies. Address and prepare for audit queries and implement corrective measures. Ensure management, maintenance, and safekeeping of the Unit's assets. Management and Supervision of the Human Resources in Finance Unit.
- ENQUIRIES** : Ms. FP Maweni Tel No: 011 564 2007  
**APPLICATIONS** : Applications must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Park Unit 4(EMS) or Posted to P.O Box 8311 Halfway House 1685.
- NOTE** : Applications must be submitted on a new Form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV. Only shortlisted applicants will be requested to submit their certified qualifications. 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. People with disability are encouraged to apply. The Department reserves the right to fill or not fill the post. Recommended candidates will be subject to pre-employment verification i.e. qualification check, financial stability check, citizenship check) and will be vetted through SSA.
- CLOSING DATE** : 18 November 2022
- POST 42/170** : **SESSIONAL CLINICAL PSYCHOLOGIST (16 HOURS PER WEEK) REF NO: TDHS/A/2022/206**  
Directorate: Mental Health Program
- SALARY** : R356 720 - R483 600 per annum  
From R343 per hour (8 years or less experience)  
R401per hour (8 to 16 years' experience to R465 per hour (16 years or more experience)
- CENTRE** : Tshwane District Health Services Placement: Tshwane Medicolegal Crisis Centre, Pyramid Clinic, Employee Assistance Programme (EAP)  
**REQUIREMENTS** : Appropriate qualifications that allow for registration with the HPCSA in the category Clinical Psychologist (Independent Practice) At least one-year relevant experience after registration with the HPCSA in respect of foreign qualified employees, of which it is not required to perform Community Service as required in South Africa Registration with the HPCSA (current registration [annual practice certificate) Applicant must be in possession of a valid South

African driver's license Other Skills / Requirements: Generic knowledge, including: Relevant ethics, laws, policies, guidelines and regulations as per Departmental and HPCSA standards Knowledge of the health system and surrounding public / private systems, including referral networks, Relevant local resources, Profession specific knowledge, including current: Psychometrics, Psychopathology, Psychotherapy, Neuropsychology, Psychopharmacology, Developmental psychology, Health Psychology, Community Psychology, Research Methodology and Statistics, Professional Practice Generic skills, including: Language proficiency, Problem solving, Self-organization, planning, time management and ability to work independently, Workplace relations: ability to work in a team, Information utilization, Listening skills, Effective communication, Conflict management, Computer literacy, Presentation and training skills, Profession specific skills, including: Clinical interviewing skills, Psychometric administration and interpretation skills, General formulation skills Diagnostic skills, Psychological intervention skills, Report writing skills, Networking skills, Research skills, Interest and experience in community mental health will be an added advantage.

**DUTIES** : To Provide Psychological Services Within The District Health System Context: Ambulatory preventive, curative, rehabilitative and palliative psychological care to people with suitably severe mental illness who are beyond the scope of practice of PHC; and providing support and training for primary health care teams in the management of mental health conditions. Psychological case formulation, which may include mental status examinations and mental health diagnoses. Conduct psychological assessments related to appropriate referral questions. Provide appropriate, evidence-based psychological intervention(s) related to case conceptualization(s), (Community-level) Health promotion and prevention activities. Collaborate with and provide support and training for PHC, CCPT and other teams. Record keeping, schedule management, completion of statistics, clinical and periodic reports, as well as other related administrative duties.

**ENQUIRIES** : Mr Jacques L Labuschagne Tel No: 0716061934  
**APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

**NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

**CLOSING DATE** : 18 November 2022

**POST 42/171** : **ORAL HYGIENIST REF NO: TDHS/A/2022/202 (X1 POST)**  
 Directorate: Oral Health

**SALARY** : R322 746 - R540 954 per annum  
**CENTRE** : Tshwane District Health Services

**REQUIREMENTS** : A Degree or National Diploma in Oral Hygiene, with Expanded functions. Registration certificate at the Health Professionals Council of South Africa and current registration with HPCSA. A valid Driver's License is compulsory. Other Skills / Requirements: Good communication skills both verbal and written. Maintain confidentiality, loyalty and be a team player. Problem solving skills, creativity, good interpersonal and analytical skills.

**DUTIES** : Assess the need of community based Oral Health Services. Compiling of community file. Formulating, implementing and maintaining of Oral Health Promotion and Specific Protection Programmes at Primary Schools and Early Development Centers. Programmes at special institutions, Mother and child and provide reports on service delivery. Responsible for development and

|                            |   |   |
|----------------------------|---|---|
|                            |   | training of other health professionals and community centers in the district. Attend to all clinical procedures according to scope of practice including expanded functions. Do outreach programmes and exhibitions.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms. C. I Magabe Tel No: 012 451 9291  |
| <b><u>APPLICATIONS</u></b> | : | Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.  |
| <b><u>NOTE</u></b>         | : | Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.  |
| <b><u>CLOSING DATE</u></b> | : | 18 November 2022  |
| <b><u>POST 42/172</u></b>  | : | <b><u>ENVIRONMENTAL HEALTH PRACTITIONER REF NO: TDHS/A/2022/200 (X1 POST)</u></b><br>Directorate: Mental Health Program   |
| <b><u>SALARY</u></b>       | : | R322 746 – R480 207 per annum   |
| <b><u>CENTRE</u></b>       | : | Tshwane District Health Services  |
| <b><u>REQUIREMENTS</u></b> | : | Requirements: Appropriate qualification that allows for the required registration with the HPCSA as an Environment Health Practitioner. Registration with the HPCSA as an Environmental Health Practitioner (current registration with HPCSA).At least one (1) year experience in Environmental Health sphere will be an added advantage. One-year relevant experience after registration with the HPCSA as Environmental Health Practitioner in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa Other Skills / Requirements: Additional requirements: Knowledge of mental health legislations and related legal and ethical practices, PFMA and Public Service Act and Regulations. Technical and practical knowledge of Environmental Health services, legislative and policy frameworks related to environmental health. Good communication, interpersonal, IT, financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills.   |
| <b><u>DUTIES</u></b>       | : | Conduct health surveillance of premises within the scope of practice of an Environmental Health Practitioner. Conduct regular assessments, monitoring of premises, provide recommendations and facilitate corrective actions for legal compliance of NGO's (Mental Health facilities). Conduct sampling (water, food, milk, swabs etc.) to ensure compliance. To do regular inspection of food premises to ensure compliance with minimum health requirements concerning structural, food handling, storage or keeping, preparation and transportation of food. Monitor health care risk waste in facilities, including general waste. Monitor the removal and disposal of waste in terms of the frequency and hygienic methods of collection, removal and disposal including sufficiency of refuse receptacles. Ensure that all reports are submitted, and all administrative requirements are met. Provide supportive functions to all related Environmental health aspects. Ensure legal compliance to Environmental Health Legislation. Monitoring and management of Occupational Health and Safety Compliance, including conducting of Emergency preparedness in close collaboration of the Occupational Health and Safety unit. Conduct outbreak response investigations and training for staff on OHS, HCW, Food safety, Health and Hygiene and other related issues. Conduct campaigns and awareness on Environmental Health topics and other as specified in the health calendar. Ensure adherence to Occupational Health and Safety regulations by conducting Evacuation drills. Work closely with the City of Tshwane Municipality for compliance purposes. Ensure the elimination of unsatisfactory |



sanitary conditions, overgrowth conditions and overcrowding in Health Care Facilities. Awareness of the Mental health development, strategies and policies. Support the NGOs with compliance to the guidelines on the licensing of NGOs as stipulated in the Mental Health Care Act Of 2002.

**ENQUIRIES  
APPLICATIONS**

: Ms Roshel Gordons at 082 7880456  
: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

**NOTE**

: Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

**CLOSING DATE**

: 18 November 2022

**POST 42/173**

: **DIAGNOSTIC: RADIOGRAPHER REF NO: HRM/2022/42**  
Directorate: Allied

**SALARY**

: R322 746 – R540 954.per annum, (salary will be determined as per OSD grading)

**CENTRE**

: Mamelodi Regional Hospital

**REQUIREMENTS**

: National Senior Certificate. National Diploma or Degree in Diagnostic Radiography Qualification. Diagnostic Radiographer. Computer skills, excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity, and high work ethic. Good interpersonal skills and teamwork necessary. Knowledge of Public Service legislation, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge and relevant experience in radiographic procedures, Quality Control and Record keeping processes is essential. Willingness to do shifts as and when required essential. Select the exposure factor with due cognizance of all factors. Expose and process X-rays and ensure X-rays are taken and meet high professional status. Produce good quality CT scan images, Good knowledge of all contrast media, planning and booking of CT Scan patients. Make sure that regulations pertaining to radiation, protection and safety are adhered to and that the budget is controlled. Receive cognizance of the traumatic and pathological condition that may be present and accept responsibility for the patient. Supervise subordinates. Ensure regular services of X-ray equipment. Manage, plan, organize and supervise the provision of general and specialized Radiography Services and students Clinical Training according to the vision and mission statements of the Department of Health, perform any other duty that may be delegated by the supervisor. Must be able to work independently without supervision. Must be willing to cover a 24 hours' duty roster. Work with covid suspected and confirmed patients. Participate in providing 24-hour Radiographic services in the hospital. Be part of the stand-by allocation or roster. Advise the management in Radiographic policy planning and implementation for service improvement. To adhere to Batho Pele Principles, Regulated Norms and Standards and Ideal Hospital Realisation and Maintenance framework, Quality Assurance and other Public Service policies and Acts. Manage conflict and implement corrective measures as and when necessary. Carry out duties delegated by the Departmental Management. Must work harmoniously with other healthcare workers within the Department and Institution. Perform and ensure that prescribed Quality Assurance/Control protocols are adhered to. Perform any ad-hoc duties allocated by Management. Be actively involved in in-service training for students and others and in CPD activities.

**DUTIES**

**ENQUIRIES**

: Mr A Mbatha Tel No: (012) 841 0924

- APPLICATIONS** : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. For attention: Ms RM Tloane (HR Recruitment Section).
- FOR ATTENTION NOTE** : Mr H Hlophe  
: Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSSA website and a detailed CV only. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. 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. Male applicants are encouraged to apply.
- CLOSING DATE** : 18 November 2022 & Time: 16:00
- POST 42/174** : **OCCUPATIONAL THERAPIST REF NO: MRH/2022/43**  
Directorate: Allied
- SALARY** : R322 746 – R540 954 per annum, (salary will be determined as per OSD grading)
- CENTRE REQUIREMENTS** : Mamelodi Regional Hospital  
: National Senior Certificate. Degree in occupational therapy. Appropriate clinical experience in the field of occupational therapy in all areas, current year registration with HPCSA as an occupational therapist is compulsory. Have completed community service. Good communication and computer skills, planning and organizational skills, ability to work in a multidisciplinary team. Additional in-depth experience in hands therapy would be an added advantage.
- DUTIES** : Rendering comprehensive occupational therapy production services in the Field of adult physical, paediatric, and mental health conditions, assist in the management of all resources in the allocated sub sections. Implement sectional and provincial quality assurance measures in the designated area. Participate in the formulation and review of strategies in allocated area of work. Participate in continuous professional development of self, colleagues, and students, perform record keeping and data collection.
- ENQUIRIES APPLICATIONS** : Ms MR Masote Tel No: (012) 841 8437  
: Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. For attention: Ms RM Tloane (HR Recruitment Section).
- FOR ATTENTION NOTE** : Mr H Hlophe  
: Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSSA website and a detailed CV only. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. 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. Male applicants are encouraged to apply.
- CLOSING DATE** : 18 November 2022 & Time: 16:00
- POST 42/175** : **CLINICAL ENGINEERING TECHNICIAN REF NO: REFS/015422**

Directorate: Clinical Support

- SALARY** : R316 536 - R337 791 per annum, (plus benefits)
- CENTRE** : Dr. George Mukhari Academic Hospital
- REQUIREMENTS** : National Diploma Electrical Engineering /National N Diploma or equivalent qualification (Clinical Engineering). Registration with Engineering Council of South Africa (ECSA) as a Candidate Engineering Technician. 03 years appropriate experience in Clinical engineering environment. Valid driver's license will be an advantage. Good communication skills (verbal and written). Must be willing to work and be station in theatre. Ability to work under pressure. Knowledge and skills in the use of various hand tools and test equipment such as defibrillator analyzer, infusion pump analyzer, multimeter, ECG Simulator and other resources within clinical engineering.
- DUTIES** : Perform in house repairs and maintenance of medical equipment. Training of clinical engineering students and end-user. Must be available to perform standby and after-hours duties. Type out reports, Attend meeting related to medical equipment. Supervision of all on-site repairs, maintenance, procedures and safety checks. Advise on all aspects relating to the medical technology lifecycle. Monitor service level agreements with external service providers.
- ENQUIRIES** : Mr. Tsie LK Tel No: (012) 529 3766
- APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed CV, only shortlisted candidates will be required to submit the certified documents on or before the interview date. The specific reference must be quoted. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 18 November 2022, closing time will be 12h00 on the closing date.
- POST 42/176** : **REGISTERED COUNSELLORS REF NO: TDHS/A/2022/204 (X8 CONTRACT POSTS: NHI GRANT)**  
Directorate: Mental Health Program  
Period of Contract: Up to March 2023
- SALARY** : R285 376 - R386 880 per annum  
From R279 per hour (8 years or less experience)  
R319 per hour (8 to 16 years'experience)  
R361 per hour (16 years or more experience)
- CENTRE** : Tshwane District Health Services Placement: Placements will be at the identified PHC facilities in sub-districts based on the need
- REQUIREMENTS** : Current registration in the category "Registered Counsellor" with the Health Professions Council of South Africa (current registration -annual practice certificate). In order to be registered as such, the incumbent needs to have successfully completed: Professional Bachelor's degree in Psychology (a 480-credit qualification with an exit at NQF level 8). Bachelor Honours degree or the equivalent to the BPsych degree that incorporates an approved 6 month or 720-hour face-to-face practicum. This is referred to as a BPsych Honours Equivalent programme. As part of this program, students must have successfully completed an approved 6 month [full-time or no longer than 12 month part-time] or 720 hour face-to-face practicum [within a community setting, not a psychiatric setting]. Counselling hours must be recorded in a logbook and countersigned by the supervising Registered Counsellor.Applicant must be in possession of a valid South African driver's

license. Required Skills And Knowledge: Generic knowledge and skills, including: Relevant ethics, laws, policies, guidelines and regulations as per Departmental and HPCSA standards Knowledge of the health system and surrounding public / private systems, including referral networks, Relevant local resources, Language proficiency, Problem solving. Self-organization: planning, time management and ability to work independently, Workplace relations, Ability to work in a team, Information utilization, Listening skills, Communication, Conflict management, Computer literacy Presentation and training skills, Profession specific skills, including: Interviewing skills Screening and basic assessment administration and interpretation skills, General formulation skills, Counselling intervention skills, Group facilitation skills, Psychoeducation, Psychopathology, Optimal psychological functioning and risks to mental health, Professional Practice, Risk and resilience formulation skills, Report writing skills, Networking skills, Research skills Interest and experience in community mental health will be an added advantage.

**DUTIES**

: The Provision of Primary Psychological (Or Mental Health Counselling) Services within the District Health System Context, Thereby Enhancing Psychological Wellbeing of the Public: Conduct mental health awareness, promotion and prevention interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Mental health screening, symptom and risk identification, basic assessment and counselling interventions with individuals and groups aimed at enhancing personal functioning. Provide psycho-education. Keep clinical records. Write clinical reports (if appropriate). Feedback to clients, referral sources and members of the multi- disciplinary team, including report writing (as appropriate). Referrals, including referral of more complex cases. Community level interventions, which may include involvement in planning, contributing to or participating in campaigns with a mental health component, and assist in reintegration of mental health care users by establishing, facilitating, coordinating and/or participating in support groups, etc. Building capacity for users (service users, their families) to provide appropriate self-help and peer led services, such as support groups. Collaboration, including with other professionals, e.g., link and network with government and non-government organisations, provide training to others in the work field (including general health staff for basic screening, detection and treatment), contribute to the functioning of the various teams in which they function (including Primary Healthcare, mental health and other professional (multi-disciplinary) teams), managing referral networks, etc. Provision of training, supervision and support for counselling roles to general health staff and community health workers. Attend and participate in clinical supervision sessions. Administrative duties, which include schedule / diary management, completion of daily statistics, write and submit monthly report, etc.

**ENQUIRIES**

: Mr Jacques L Labuschagne at 0716061934

**APPLICATIONS**

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

**NOTE**

: Applications are not required to submit copies or qualifications and other relevant documents when applying but submit fully completed New form Z83 and a detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication with HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidates may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointment will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

**CLOSING DATE**

: 18 November 2022

**POST 42/177**

: **SESSIONAL CLINICAL PSYCHOLOGIST (16 HOURS PER WEEK) REF NO: TDHS/A/2022/205**  
Directorate: Mental Health Program

- SALARY** : R285 376 – R386 880 per annum  
From R343 per hour (8 years or less experience), R401 per hour (8 to 16 years' experience) R465 per hour (16 years or more experience)
- CENTRE** : Tshwane District Health Services Placement: Zithobeni Clinic, Pretoria North Clinic
- REQUIREMENTS** : Appropriate qualifications that allow for registration with the HPCSA in the category Clinical Psychologist (Independent Practice) At least one year relevant experience after registration with the HPCSA in respect of foreign qualified employees, of which it is not required to perform Community Service as required in South Africa Registration with the HPCSA (current registration [annual practice certificate] must be attached) Applicant must be in possession of a valid South African driver's license A completed Z83 form and a CV should accompany the application Other Skills / Requirements: Generic knowledge, including: Relevant ethics, laws, policies, guidelines and regulations as per Departmental and HPCSA standards Knowledge of the health system and surrounding public / private systems, including referral networks, Relevant local resources, Profession specific knowledge, including current: Psychometrics, Psychopathology, Psychotherapy, Neuropsychology, Psychopharmacology, Developmental psychology, Health Psychology, Community Psychology, Research Methodology and Statistics, Professional Practice Generic skills, including: Language proficiency, Problem solving. Self-organization: planning, time management and ability to work independently, Workplace relations, Ability to work in a team, Information utilization, Listening skills, Effective communication, Conflict management, Computer literacy, Presentation and training skills Profession specific skills, including: Clinical interviewing skills, Psychometric administration and interpretation skills, General formulation skills, Diagnostic skills, Psychological intervention skills, Report writing skills, Networking skills, Research skills Interest and experience in community mental health will be an added advantage.
- DUTIES** : To Provide Psychological Services Within The District Health System Context: Ambulatory preventive, curative, rehabilitative and palliative psychological care to people with suitably severe mental illness who are beyond the scope of practice of PHC; and providing support and training for primary health care teams in the management of mental health conditions. Psychological case formulation, which may include mental status examinations and mental health diagnoses. Conduct psychological assessments related to appropriate referral questions. Provide appropriate, evidence-based psychological intervention(s) related to case conceptualization(s). (Community-level) Health promotion and prevention activities. Collaborate with and provide support and training for PHC, CCPT and other teams. Record keeping, schedule management, completion of statistics, clinical and periodic reports, as well as other related administrative duties.
- ENQUIRIES** : Mr Jacques L Labuschagne at 0716061934
- APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 18 November 2022
- POST 42/178** : **CLINICAL ASSOCIATE REF NO: 30/2022 (X1 POST)**  
Directorate: Medical
- SALARY** : R261 372 per annum, (plus benefits)

**CENTRE REQUIREMENTS** : Kopanong Hospital  
: Grade 12 plus a three-year university degree in Bachelor of Clinical Medical Practice. Candidate must be registered with the HPCSA as a Clinical Associate and have a current receipt. Candidate must have good communication skill both verbal and written and able to function as part of a team. Profile: Experience working in a District Health Care services. Experience in general medical practice, PHC, HAST and use current clinical protocols and guidelines in patient management. Clinical skills in patient centered consultation, history taking, examination, investigation and ensuring continuity of patient care.

**DUTIES** : Perform patient-centered consultations across all ages in a district Hospital. Apply clinical reasoning in the assessment and management of patients. Be able to provide emergency care to patients. Perform investigative and therapeutic procedures appropriate for a district Hospital. Prescribe appropriate medication within scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.

**ENQUIRIES APPLICATIONS** : Dr P. Mabena Tel No: (016) 428 7160  
: Applications must be submitted at Kopanong Hospital, 2 Casino Road, Duncanville, at HR Offices. There is an application box at hospital entrance – ask Security Officers on duty for assistance. Alternative, applications can be posted to Kopanong Hospital, Private Bag X 031, Duncanville, 1930 or Kopanong Hospital, HR office, 2 Casino Road, Duncanville

**FOR ATTENTION NOTE** : Human Resources Department  
: Fully completed new Z83, CV, no attachments/proof/certified copies/copies on application, Z83 and CV only. Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR. People With Disabilities Are Encouraged To Apply. If you did not hear from us within three months, please consider your application unsuccessful. Pre-employment screening will be conducted to successful candidates. Kopanong Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. The Institutional Employment Equity Plan will be considered in the process of filling the posts. Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV, no attachments/proof/certified copies/copies on application, Z83 and CV only: Certified documents will only be requested to short listed candidates on or before the day of the interview following communication from HR Office. Successful Candidates will be subjected to OHS Medical surveillance as required by HBA regulations within the OHS Act 85 of 1993, reference check and verification of qualifications will be conducted.

**CLOSING DATE** : 18 November 2022

**POST 42/179** : **ADMINISTRATION OFFICER: FMU REF NO: 32/2022 (X1 POST)**  
Directorate: Facility Management Unit

**SALARY** : R261 372 per annum (Level 07), (plus benefits)  
**CENTRE** : Kopanong Hospital  
**REQUIREMENTS** : Grade 12 or equivalent with Three-year diploma/degree in build environment with minimum of 3 years' relevant experience. Grade 12 or equivalent with appropriate Trade/Basic Certificate in electrical/carpentry/bricklaying/painting/plumbing/welding) with minimum five years' experience in Artisan and/or maintenance matters. Ability to plan, organize and manage resources. Knowledge of the PFMA and the OHSA National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Sound analytical and good written and verbal communication skills. Must be computer literate. Willingness to work irregular hours. A valid Driver's License.

**DUTIES** : Effective supervision and management of day-to-day activities of the maintenance unit (FMU). (Identify training needs. Leave management and personnel performance management. Manage minor projects, unplanned maintenance, building condition surveys and the asset register with reference to infrastructure works, do site inspection and reports on hospital's buildings, assist in site handovers, first and final deliveries including the close out reports, facilitate negotiations with contractors, compile scope of work and prepare specifications for in-house projects.) Oversee and conduct regular site inspections and ensure that all sites comply with the relevant statutory

regulations. Receive, attend to and follow up on outstanding job cards, supervise the maintenance of government properties, safeguard and oversee the maintenance of workshop equipment, monitor the removal of refuse and office furniture in the hospital, attend to maintenance related meetings with client departments. Ensure compliance and carry out all supply chain administrative processes. Ensure adherence to all statutory committee meetings e.g. parking and accommodation and that all defects are reported and followed up through e-maintenance system, ensure e-maintenance register is up to date. Support and oversee security, cleaning and gardening department and ensure that all HR processes are adhered to in all four departments

**ENQUIRIES  
APPLICATIONS**

: Ms. D.G. Ramoloi Tel No: (016) 428 7160  
 : Applications must be submitted at Kopanong Hospital, 2 Casino Road, Duncanville, at HR Offices. There is an application box at hospital entrance – ask Security Officers on duty for assistance. Alternative, applications can be posted to Kopanong Hospital, Private Bag X 031, Duncanville, 1930

**FOR ATTENTION  
NOTE**

: Human Resources Department  
 : Fully completed new Z83, CV, no attachments/proof/certified copies/copies on application, Z83 and CV only. Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR. People With Disabilities Are Encouraged To Apply. If you did not hear from us within three months, please consider your application unsuccessful. Pre-employment screening will be conducted to successful candidates. Kopanong Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. The Institutional Employment Equity Plan will be considered in the process of filling the posts. Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV, no attachments/proof/certified copies/copies on application, Z83 and CV ONLY: Certified documents will only be requested to short listed candidates on or before the day of the interview following communication from HR Office. Successful Candidates will be subjected to OHS Medical surveillance as required by HBA regulations within the OHS Act 85 of 1993, reference check and verification of qualifications will be conducted.

**CLOSING DATE**

: 18 November 2022

**POST 42/180**

: **SOCIAL WORKER REF NO: TDHS/A/2022/203 (X1 POST)**  
 Directorate: Mental Health Program

**SALARY  
CENTRE  
REQUIREMENTS**

: R261 456 - R389 991 per annum  
 : Tshwane District Health Services  
 : Bachelor's Degree in Social Work. Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. Registration with the SACSSP (current registration with SACSSP). Experience in community mental health Social Work Services will be an advantage. Applicant must be in a possession of a valid South African driver's license. Other skills/requirements: Knowledge of applicable and relevant legislations and policies in mental health and the field of work including related legal and ethical practices, PFMA and Public Service Act and Regulations. Knowledge and understanding of mental health, social systems and skills to ensure that one intervenes efficiently and effectively at the points where people interact with their environments in order to promote social and mental well-being. Good verbal and written communication, interpersonal, computer literate, financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills.

**DUTIES**

: Provision of therapeutic social work services to the MHCUs, their families and community using all methods of social work including maintaining family contact through all admission, leave of absence and discharge processes in the Mental Health facilities (NGOs). Ensure that Social Work service with regard to the care, support, protection and development of MHCUs is rendered in the NGOs through the relevant programmes Liaise with all government departments as pertains to the MHCUs, families and community via Depts. of Home Affairs, Social Development and SASSA, SAPS and non-government structures such as NGOs, advocacy bodies, faith-based organisations and all other relevant structures. Identify clinical and governance training needs and

facilitate training programmes for NGO staff and other relevant stakeholders in ensuring that all social needs shall be provided in the best interests of the MHCUs and as part of an overall care, treatment and rehabilitation plan for every MHCU. Establish intersectoral collaboration with other provincial departments and network with priority health programmes in the district to ensure optimal rehabilitation of the MHCUs. Evidence of all social interventions, processes, outcomes recorded in MHCU's files and ensuring that all other administrative aspects are met. Self-development and development of others in Social work, Mental Health and related matters.

- ENQUIRIES** : Ms Betty Sehole at 0827377520
- APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 18 November 2022
- POST 42/181** : **SECRETARY TO CHIEF EXECUTIVE OFFICER REF NO: ODI/19/10/2022/01**
- SALARY** : R176 310 per annum, (plus benefits)
- CENTRE** : Odi District Hospital
- REQUIREMENTS** : Candidate must be in possession of grade 12 certificate, Diploma or Degree in Secretarial Studies/Office Management and a minimum of two (2) years recognised experience as the secretary. Proficient user of Microsoft office suits and will be subjected to a test. Computer literacy knowledge, good communication and writing skills with good interpersonal relation. Be reliable, punctual, and professional. Be creative and able to use own initiative. Good telephone etiquette. be able to prioritise and have exceptional attention to detail. Ability to handle variety of tasks. Ability to meet the tight deadlines and to handle office pressure. Prepared to go extra mile.
- DUTIES** : Overall management of the office administration function. Provide secretarial/ receptionist support services to the CEO 's Office. Compliance to Batho -Pele principles and customer care practice. Take minutes during the meetings and compile minutes file. Coordinate logistical arrangements for meetings when required. Consolidate the reports for the CEO's office. Managing the office dairy and arranging appointments. Receiving visitors and documents management. Liaise with relevant stakeholders. Assist with relevant procurement of goods and services. Handle and maintain office records. Management of the CEOs to do list. Photocopying, binding, and scanning of documents. Keep abreast with the processes and procedures that apply in the office of the CEO.
- ENQUIRIES** : Ms Maseko WM Tel No: (012) 725 2309
- APPLICATIONS** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag x509, Mabopane.0190.
- NOTE** : Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae only. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.
- CLOSING DATE** : 18 November 2022



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|-----------------------------|---|---|
| <b><u>POST 42/182</u></b>   | : | <b><u>STAFF NURSE GRADE 1 REF NO: 33/2022 (X2 POSTS)</u></b><br>Directorate: Nursing  |
| <b><u>SALARY</u></b>        | : | R173 952 per annum, (plus benefits)   |
| <b><u>CENTRE</u></b>        | : | Kopanong Hospital   |
| <b><u>REQUIREMENTS</u></b>  | : | Grade 12 plus a qualification that allows registration with SANC as a Staff Nurse. Candidate must have current registration receipt as a Staff Nurse. Candidate must have basic communication and writing skills. Be able to function as part of a team.  |
| <b><u>DUTIES</u></b>        | : | Provide basic clinical nursing care in accordance with the scope of practice and nursing standards. Implementation and development of basic patient care plans to provide quality patient care. Demonstrate knowledge and understanding of relevant legal and ethical framework i.e. Acts, policies, SOP's, guidelines and protocols governing the public service. Demonstrate basic knowledge of Ideal Hospital Realization and maintenance. Effective utilization of resources, maintenance of proper and accurate record keeping. Demonstrate basic communication with patients, Supervisors and colleagues. Willing to rotate through department and work night duty. Maintain professional growth / ethical standards and self-development. Work as part of a multidisciplinary team and support the managers to ensure quality nursing care.  |
| <b><u>ENQUIRIES</u></b>     | : | Ms Polo ME Tel No: (016) 428 7130   |
| <b><u>APPLICATIONS</u></b>  | : | Applications must be submitted at Kopanong Hospital, 2 Casino Road, Duncanville, at HR Offices. There is an application box at hospital entrance – ask Security Officers on duty for assistance. Alternative, applications can be posted to Kopanong Hospital, Private Bag X 031, Duncanville, 1930.  |
| <b><u>FOR ATTENTION</u></b> | : | Human Resources Department  |
| <b><u>NOTE</u></b>          | : | Fully completed new Z83, CV, no attachments/proof/certified copies/copies on application, Z83 and CV only. Certified documents will only. Be requested to shortlisted candidates on or before the day of the interview following communication from the HR office. People With Disabilities Are Encouraged To Apply. If you did not hear from us within three months please consider your application unsuccessful. Medical surveillance will be conducted to successful candidates. Kopanong Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. The Institutional Employment Equity Plan will be considered in the process of filling the posts. Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The completed and signed form should be accompanied by a recently updated CV, no attachments/proof/certified copies/copies on application, Z83 and CV only: Certified documents will only be requested to short listed candidates on or before the day of the interview following communication from HR Office. Successful Candidates will be subjected to OHS Medical surveillance as required by HBA regulations within the OHS Act 85 of 1993, reference check and verification of qualifications will be conducted. |
| <b><u>CLOSING DATE</u></b>  | : | 18 November 2022  |
| <b><u>POST 42/183</u></b>   | : | <b><u>NURSING ASSISTANT GRADE 1 REF NO: 34/ 2022 (X2 POSTS)</u></b><br>Directorate: Nursing   |
| <b><u>SALARY</u></b>        | : | R134 514 per annum, (plus benefits)   |
| <b><u>CENTRE</u></b>        | : | Kopanong Hospital   |
| <b><u>REQUIREMENTS</u></b>  | : | Grade 12 plus a qualification that allows registration with SANC as a Nursing Assistant. Candidate must have current registration receipt as a Nursing Assistant. Candidate must have elementary communication and writing skills. Be able to function as part of a team.   |
| <b><u>DUTIES</u></b>        | : | Assists patients with daily activities, i.e. maintain hygiene, provide nutrition and mobility. Provide elementary clinical nursing care according to the scope of practice as defined by the South African Nursing Council (SANC). Assist the team with clinical procedures for diagnosing and surgical procedures under supervision of Professional nurse. Utilize the resources effectively and efficiently. Maintain the code of conduct as required in the public service. Maintain professional growth / ethical standard and self-development. Escort patients for clinical procedures. Demonstrate basic understanding of nursing legislation and related ethical nursing practices.   |
| <b><u>ENQUIRIES</u></b>     | : | Ms Polo ME. Tel No: (016) 428 7130  |

- APPLICATIONS** : Applications must be submitted at Kopanong Hospital, 2 Casino Road, Duncanville, at HR Offices. There is an application box at hospital entrance – ask Security Officers on duty for assistance. Alternative, applications can be posted to Kopanong Hospital, Private Bag X 031, Duncanville, 1930.
- FOR ATTENTION** : Human Resources Department
- NOTE** : Fully completed new Z83, CV, no attachments/proof/certified copies/copies on application, Z83 and CV only: Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from the HR office People with Disabilities Are Encouraged to Apply. If you did not hear from us within three months please consider your application unsuccessful. Medical surveillance will be conducted to successful candidates. Kopanong Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. The Institutional Employment Equity Plan will be considered in the process of filling the posts. Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV, no attachments/proof/certified copies/copies on application, Z83 and CV only: Certified documents will only be requested to short listed candidates on or before the day of the interview following communication from HR Office. Successful Candidates will be subjected to OHS Medical surveillance as required by HBA regulations within the OHS Act 85 of 1993, reference check and verification of qualifications will be conducted.
- CLOSING DATE** : 18 November 2022

**OFFICE OF THE PREMIER**

*It is the department's intention to promote equity by achieving all numeric targets as contained in the Department's Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, females of all races are encouraged to apply.*

- APPLICATIONS** : Applications must be submitted on the GPG Professional Job Centre website, ([www.gautengonline.gov.za](http://www.gautengonline.gov.za))
- CLOSING DATE** : 18 November 2022
- NOTE** : The completed signed new Z83 must be accompanied by a detailed Curriculum Vitae (CV) only and at least three (3) contactable referees quoting the relevant reference number. 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. Gauteng Office of the Premier reserve the right to utilise practical exercise / test for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). Gauteng Office of the Premier (OoP) reserves the right to cancel the filling / not fill a vacancy that was advertised during any stage of the recruitment process. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. NB. Requirement for all SMS posts, Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

**MANAGEMENT ECHELON**

- POST 42/184** : **CHIEF DIRECTOR: PUBLIC RELATIONS REF NO: 015446**  
Branch: Provincial Communication Services
- SALARY CENTRE** : R1 269 951 – R1 518 396 per annum, (all-inclusive remuneration package)  
Johannesburg

- REQUIREMENTS** : An appropriate NQF level 7 qualification in Communications or related field. 5-8 years' relevant experience at the Senior Management level of which 3 years should be in the Public Service. Must have knowledge and understanding of Government Communication policies and programmes and existing legislation and policy frameworks informing the scope of work. Competencies: Advanced strategic planning and organizing skills; analytical, conceptual and writing skills; strong leadership, people management, conflict resolution and interpersonal skills; good programme and project management; stakeholder management; communication, public speaking and presentation skills, good financial, human resource management and other management skills.
- DUTIES** : To manage and oversee the promotion and facilitation of communication between the Provincial Government and the Public. Formulate and direct implementation of a Government Communication strategy and programme; develop. Implement and coordinate public development communication initiatives and campaigns to promote public mobilisation. Coordinate the Government Communications system; provide support and advice to all GPG departments on Communication matters. Liaise with Government Communicators in the Province to ensure a common approach to Government communication. Build and maintain good working relations between Government and the media; formulate appropriate strategies for Government's effective use of digital media platforms (including social media); lead the Provincial Government's content hub and ensure that key messages are written regularly and that tailored content is produced for use across all media platforms. Manage the human and financial resources of the Chief Directorate.
- ENQUIRES** : Ms Sylvia Mtshali Tel No: (011) 355 6820

#### **OTHER POST**

- POST 42/185** : **ASSISTANT DIRECTOR: GENDER REF NO: 015404**  
Directorate: Gender, Youth and Military Veteran  
Re-advertisement of Ref No: 014506. The applicant who previously applied, are requested to re-apply.

- SALARY CENTRE REQUIREMENTS** : R382 245 – R450 255 per annum, (plus benefits)  
: Johannesburg
- REQUIREMENTS** : An appropriate NQF level 7 in Social Sciences or equivalent qualification. Minimum 5 years' relevant experience, and au fait with gender issues. Public sector experience. Knowledge and understanding of public service policies and regulations. Strong writing skills, verbal communication skills and presentation skills. Analytical and research skills. Leadership abilities and conflict resolution skills.
- DUTIES** : Facilitate the Implementation of Policy Frameworks and POA Research and analytic work. Events coordination. Stakeholder management. Advocacy campaigns and Partnerships. Capacity Building and Institutionalisation. Coordinate awareness, training, and capacity building processes. Conceptualise and convene social learning processes and manage knowledge harvesting and sharing. Support proposal development processes. Provide reporting and operational support. Excellent organisational and coordination skills. Good interpersonal and teamwork skills and experience in supply chain and financial management processes.
- ENQUIRES** : Mr Tshepo Rasego Tel No: (011) 355 6730

#### **PROVINCIAL TREASURY**

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



- APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107.
- CLOSING DATE** : 21 November 2022 @12H00
- NOTE** : Applications must be submitted on a duly New signed z83 form, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be

accompanied by a recently updated CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). To access the SMS pre-entry certificate course and for further details, please click on the Following link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za) Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021, should an application be received using the incorrect application for employment (Z83) form, it will not be considered. Application forms must be placed in a box on the ground floor, clearly marked Gauteng Provincial Treasury. Treasury will not be held responsible for application placed in the wrong box. All applicants are required to fill the register as confirmation that they submitted their applications. If you do not hear from us for the period of three months, consider your application to be unsuccessful.

#### **MANAGEMENT ECHELON**

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| <b><u>POST 42/186</u></b>         | : | <b><u>CHIEF DIRECTOR: ECONOMIC AND FISCAL POLICY MANAGEMENT REF NO: GPT/2022/11/01</u></b><br>Directorate: Sustainable Fiscal Resource Management   |
| <b><u>SALARY</u></b>              | : | R1 269 951.per annum, (all-inclusive package), consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.   |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Johannesburg<br>An undergraduate qualification (NQF level 7) as recognised by SAQA in Economics. 5 years working experience at a Senior Management Level in economics and financial arena. Knowledge of Constitutional, legal and institutional arrangements governing the South Africa Public Sector, Knowledge and understanding of PSA and Public Service Regulation and all human resource directives and policies. Knowledge of provincial policy development processes. Knowledge of the policies of the government of the day. Knowledge of strategy development, strategy management and strategy monitoring and review processes. Knowledge of financial norms and standards (PFMA-MFMA, NTR's, PTi's and DORA). Knowledge of strategic and project management. Knowledge of Public Service Environment, government systems and operational policies and programs and policies of the provincial departments and provincial public entities. |
| <b><u>DUTIES</u></b>              | : | To determine and evaluate economic parameters and socio-development imperative within a provincial context. To optimise, enhance and expand provincial revenue estimates. People Management and Financial Management.   |
| <b><u>ENQUIRIES</u></b>           | : | Ms. B Mtshizana Tel No: 011 227 9000  |

**POST 42/187** : **DIRECTOR: TRANSVERSAL RISK MANAGEMENT REF NO: GPT/2022/11/02**  
Directorate: Financial Governance

**SALARY** : R1 073 187 per annum, (all-inclusive package), consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules).

**CENTRE REQUIREMENTS** : Johannesburg  
: A three-year tertiary qualification (NQF Level 7) as recognised by SAQA in Risk Management/Auditing or Finance. 5 years working experience at MMS/SMS level in Risk Management. Knowledge of Departmental policies and procedures, PFMA, Treasury Regulations, DPSA Frameworks and IIA Standards.

**DUTIES** : The incumbent will be responsible: For monitoring and evaluating and report on Risk Management implementation in Municipalities. Monitor evaluate and report Risk Management implementation in Departments. Development of a Provincial Risk Register. Development of Combined Assurance Model and implementation plan. Auditor-General Opinion and Findings for GPT. Administration of the Unit.

**ENQUIRIES** : Ms. B Mtshizana Tel No: 011 227 9000

**POST 42/188** : **HEAD OF OFFICE (FIXED TERM CONTRACT LINKED TO MEC TERM OF OFFICE) REF NO: GPT/2022/11/03**  
Directorate: Office of the MEC

**SALARY** : R1 073 187.per annum, (all-inclusive package), consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

**CENTRE REQUIREMENTS** : Johannesburg  
: An appropriate degree at NQF 7 in Public Administration or equivalent qualification. 5 years' experience at middle/senior management level in a political office and/or Ministry operations. A broad knowledge and understanding of the functional areas covered by the executing authority's portfolio. Working knowledge of the political and parliamentary processes in South Africa. Computer literacy. Good verbal and written communication.

**DUTIES** : Manage the office and render a support service to the Member of Executive Council (MEC). Ensure that administrative support is rendered to the MEC on Parliamentary/Legislature and Cabinet/Executive Council matters. Ensure that the required administrative functions are performed within the office of the MEC. Ensure seamless coordination of activities between the Office of the MEC and the Department. Assist the MEC with his constituency work. Assist the MEC with matters emanating from his portfolio and official matters emanating from other activities, e.g. participation in national and international forums and structures. Manage the staff and resources allocated to the Office of the MEC. Study the relevant Public Service and departmental prescript/policies and other documents and ensure that the application there of is understood properly.

**ENQUIRIES** : Robert Tsotetsi Tel No: 011 227 9000

#### OTHER POSTS

**POST 42/189** : **MEDIA LIAISON OFFICER REF NO: GPT/2022/11/06**  
Directorate: Office of the MEC  
(Fixed Term Contract Linked To MEC Term of Office)

**SALARY** : R882 042 per annum, (all-inclusive package), consists of 70% or 76% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

**CENTRE REQUIREMENTS** : Johannesburg  
: An appropriate degree or diploma in communications science/public Relations or media studies or related qualifications and 3-5 years junior management experience. Good communication, presentation, and networking skills. Computer literacy. Sound knowledge of the respective communication media. Working experience/knowledge of Ministry operations. Working knowledge of the political and parliamentary/legislative processes in South Africa. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio.

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| <b><u>DUTIES</u></b>              | : | Provide a media liaison service to the Member of Executive Council (MEC). Monitor and analyse reporting in the media on the portfolio of the MEC and prepare responses as required. Participate in Government Communications Information Services (GCIS) forums like the Communications Forum and the Media Liaison Forum and in the collective planning of the communication and media issues of Government. Ensure coordination between Corporate Communications and the Office of the MEC on media liaison activities and matters. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.  |
| <b><u>ENQUIRIES</u></b>           | : | Robert Tsotetsi Tel No: 011 227 9000  |
| <b><u>POST 42/190</u></b>         | : | <b><u>DEPUTY DIRECTOR: AUDIT COMMITTEE SECRETARIAT REF NO: GPT/2022/11/04</u></b><br>Directorate: Financial Governance  |
| <b><u>SALARY</u></b>              | : | R744 255 per annum, (all-inclusive package), consists of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable roles.  |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Johannesburg<br>A three-year tertiary qualification Degree in Business/Public Administration/ Management/Corporate Governance. 3 – 5 years' experience in the area of minute taking or report writing of which 2 years should be in a supervisory role. Experience in a Finance/Auditing/Corporate Governance environment will be an added advantage.   |
| <b><u>DUTIES</u></b>              | : | Ensure that Audit Committee are managed effectively and efficiently as per legislation and framework in place. Facilitate and attend Audit Committee meetings. Ensure prompt minute-taking and distribution to Members and relevant Stakeholders. Facilitate the review and implementation of the Audit Committee Charter and the evaluation of the Audit Committee. Provide support to Cluster Audit Committees and ensure Members operate in an enabling Charter. Overall management and development of staff members within the unit.  |
| <b><u>ENQUIRIES</u></b>           | : | Ms. Baleseng Sedibe Tel No: (011) 227-9000  |
| <b><u>POST 42/191</u></b>         | : | <b><u>DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: GPT/2022/11/05</u></b><br>Directorate: Cooperate Services   |
| <b><u>SALARY</u></b>              | : | R744 255 per annum (all-inclusive package), consists of 70% or 75% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.   |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Johannesburg<br>A three-year tertiary qualification (NQF Level 7) as recognised by SAQA in Human Resource Management/ Human Resource Development/ Public Management. 3-5 years' experience in HR Management/Development at a junior management level (ASD). Knowledge of Public Service Act and Regulations.  |
| <b><u>DUTIES</u></b>              | : | To coordinate, facilitate and monitor the provision of staff training and development including induction and orientation of newly appointed employees. Implement training interventions in line with training calendar/WSP. Manage the implementation of youth developmental programme. Manage the implementation of Adult Education Training (AET). Compile and submit training reports to internal and external stakeholders. Present quarterly training plans and reports to Skills Development Committee. Develop, submit, and implement WSP/ATR. Conduct training needs analysis. Present WSP & ATR to Skills Development Committee. Develop and communicate training calendar to employees. Liaise with relevant SETAs. Manage the implementation of the Internal and External Bursary Programme. Ensure bursary adverts are compiled and issued out timeously. Conduct bursary briefing sessions to new bursary holders. Ensure bursary files are audited. Ensure bursary data are captured and updated on PERSAL and database timeously; Manage payment of invoices to institutions & books stores. Ensure timeous debt recovery for defaulters. Ensure proper bursary transfer / take-over. Facilitate vocational work for external bursaries. Management of Performance Management and Development System. Ensure compliance to the PMDS policies, guidelines, and regulations. Facilitate |

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|                            |   | workshops and roadshows on PMDS documents, templates, etc. Ensure that Performance incentives are paid as prescribed. Manage training budget. Amend/draft HRD/PMDS policies and/or Standard Operating Procedures.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Pearl Khoza Tel No: 011 227 9000   |
| <b><u>POST 42/192</u></b>  | : | <b><u>COMMUNITY OUTREACH AND LEGISLATURE SUPPORT REF NO: GPT/2022/11/07</u></b>  |
|                            |   | Directorate: Office of the MEC<br>(Fixed Term Contract Linked to MEC Term of Office)   |
| <b><u>SALARY</u></b>       | : | R744 255 per annum, (all-inclusive package), consists of 70% or 75% Basic salary and 30% flexible portion  |
| <b><u>CENTRE</u></b>       | : | Johannesburg   |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate degree in Public Administration or equivalent. 3 - 5 years' experience at junior management level. Knowledge of ministerial operations. Working knowledge of the political and parliamentary processes in South Africa. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio.   |
| <b><u>DUTIES</u></b>       | : | To provide administrative support to the Member of Executive Committee (MEC) on matters relating to legislature and Cabinet/executive council. Monitor events in the legislature to identify matters that have a bearing on the portfolio of the MEC. Support the MEC in engagements with communities on services. Assist in coordination of responses to citizen complaints related to the Portfolio. Work with respective business units to address service bottlenecks. Participate in community outreach programmes organised by the department. Coordinate Render an efficient and effective legislature service. Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. |
| <b><u>ENQUIRIES</u></b>    | : | Robert Tsotetsi Tel No: 011 227 9000   |
| <b><u>POST 42/193</u></b>  | : | <b><u>ASSISTANT DIRECTOR: COMPLIANCE (PUBLIC ENTITIES) REF NO: GPT/2022/11/08</u></b>  |
|                            |   | Directorate: Financial Governance  |
| <b><u>SALARY</u></b>       | : | R382 245.per annum, (plus benefits)  |
| <b><u>CENTRE</u></b>       | : | Johannesburg   |
| <b><u>REQUIREMENTS</u></b> | : | A three-year tertiary qualification as recognised by SAQA Degree in Risk/ Compliance/ BCom Law or any other equivalent qualification. A postgraduate diploma in Compliance will be an added advantage. 3-5 years' experience in the public sector in areas of Risk, Compliance and Auditing. Understanding of the PFMA, Treasury Regulations, and relevant legislation.  |
| <b><u>DUTIES</u></b>       | : | Assist in providing Compliance Management within GPG Agencies. Provide oversight on the implementation of governance framework for the Public Entities operating in Provincial sphere. Provide oversight on the implementation of banking framework for Public Entities operating in Provincial sphere. Provide advice to Head of Department with regards to PFMA requests and other related legislation in a form of letters. Facilitate the creation and listing process of GPG Agencies. De-establishment of Entities. Provide trainings on legislation to GPG Agencies.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms. Khensani Chauke Tel No: (011) 227-900  |
| <b><u>POST 42/194</u></b>  | : | <b><u>ASSISTANT DIRECTOR: COPRORATE PERFORMANCE MONITORING &amp; REPORTING REF NO: GPT/2022/11/09</u></b>  |
|                            |   | Directorate: Strategy Management   |
| <b><u>SALARY</u></b>       | : | R382 245 per annum, (plus benefits)  |
| <b><u>CENTRE</u></b>       | : | Johannesburg   |
| <b><u>REQUIREMENTS</u></b> | : | A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Public Administration or Business Management or Quality Management. 3 – 5 years' experience relating to public administration, with experience in either performance monitoring and evaluation or quality management. Report writing skills, Good communication skills Presentation skills, Teamwork. Knowledge of logical framework approach and other strategic planning approaches. Facilitation of M&E quality assurance and information workshops. Data and information analysis and reporting to stakeholders. Experience of working under pressure of multiple deadlines.  |

- DUTIES** : Assist the development of monitoring and reporting systems of the Department. Facilitate monitoring of departmental performance Coordinate submission of performance reports by programmes and to stakeholders. Implement systems for effective management of performance information. Review submitted portfolio of evidence for reported performance. Presentation of reports and facilitation of M&E workshops. Provide administrative support for the Directorate. Conduct evaluations as may be required.
- ENQUIRIES** : Mr. Ben Diale Tel No: (011) 227 9000
- POST 42/195** : **PRACTITIONER: SUPPLIER DEVELOPMENT REF NO: GPT/2022/11/10**  
Directorate: Provincial Supply Chain Management
- SALARY** : R261 372 per annum, (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A three-year tertiary qualification (NQF Level 6) as recognised by SAQA in Business Management, Supply Chain or Project Management. At least 2 years business experience, preferably with relevant experience in BEE/ supplier development environment. Understanding of the South African marketplace and BBBEE/SMME environment. Broad Knowledge of Supply Chain Management.
- DUTIES** : Compilation of BEE reports, classification, monitoring and reporting on supplier BEE status. Assist ASDs with facilitation of the provision of training and development for BBBEE/SMME suppliers. Compliance with ISO 9001 requirements, maintenance of records pertaining to the unit's requirements, Assist and support ASD with liaison of external stakeholders (GPG Departments) to establish collaborative partnerships that will promote BEE. Assisting with CSD registration/ training, adhere to operational budget and manage own improvement.
- ENQUIRIES** : Ms. Kgothatso Sikhosana Tel No: 011 227 9000