

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

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.

OTHER POSTS

- POST 01/276** : **CLINICAL MANAGER (GRADE 1) REF NO: REFS/015679 (X1 POST)**
Directorate: Theatre Management
- SALARY** : R1 227 255 per annum, plus (commuted overtime)
- CENTRE** : Chirs Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Diploma or Degree in Health Management or General Management will be an added advantage. Minimum of 3 - 10 years' experience after registration with the HPCSA as Medical Practitioner. At least 3 years' experience as a manager in the health sector. Other skills/requirements: Strategic capability and leadership, Change management, Planning and organising, Strategy, policy development, Project management, Financial management, client orientation and focus, people oriented, Knowledge of GPG and Health policies and procedures, Understanding of patients' expectation and full knowledge of national core standards for health establishments, Management experience at a Tertiary Hospital will be an added advantage Computer literacy (MS Word, Excel and PowerPoint) Valid driver's license Knowledge of Administration, Finance and Supply Chain Management prescripts Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision-making skills The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including Health norms and standards Sound knowledge and ability to implement policies public service prescripts such as National Health Act, PFMA, PSA and its regulations, Mental Health Act, and other relevant statutes Must be able to work under pressure, cope with high workload and be willing to manage the hospital after hours Knowledge of GPG as well as Health policies and procedures Understanding of patients' expectation and full knowledge of Health Care Standards for health establishments. Management experience at a Tertiary Hospital will be an added advantage.
- DUTIES** : To supervise the day-to-day functions of all the theatres at CHBAH, including Theatre efficiency, surgical backlog, plan, manage, and control of resources allocated to the Theatres. Collaborate with Cluster Hospital. Plan manage, monitor and Evaluate activities of all the Theatres at CHBAH. Function as a Clinical Medical Manager in a Central Hospital with an ambitious and innovative team Provide and inspire medical services to deliver excellent highest quality T1, T2 and T3 medical services Participate actively in administrative duties of the Department See to it that Quality Assurance, including clinical audits are conducted in the Department in line with Ideal Hospital Framework Serve as part of the Hospital's Clinical management team Actively contribute to the formulation and implementation of the hospital operational plans Assist the Hospital's Executive Committee (EXCO) in the discharge of any responsibilities which have been delegated Lead and manage the development of Functional Business Units (FBUs) in the respective directorate Support the CEO in ensuring the realisation of a functional decentralised management Ensure adherence to clinical governance. Ensure compliance with AGSA audits, OHSC audits and other statutory body requirements (HPCSA, SANC, SAPC) Management of personnel performance and review thereof Report to the Office of the CEO Perform any other duties delegated by the supervisor
- ENQUIRIES** : Dr MM Lesia Tel No: (011) 933-9145
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or

NOTE

<http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

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

CLOSING DATE

: 27 January 2023

POST 01/277

MEDICAL SPECIALIST GRADE 1 REF NO: REFS/015659 (X2 POSTS)

Directorate: Cardiology

(This is a Three (3) year training Fellowship in Cardiology, and the candidate will be expected to write the Certificate in Cardiology)

SALARY
CENTRE
REQUIREMENTS

: R1 156 308 per annum, (all inclusive)

: Chris Hani Baragwanath Academic Hospital (CHBAH)

: Appropriate qualifications that allow registration with HPCSA as Medical Specialist in normal speciality. Registration with the HPCSA as a Medical Specialist. Experience in the Public Sector in terms of clinical service provision, teaching, and research would be an advantage. Highly motivated and enthusiastic to contribute positively to the Division of Cardiology.

DUTIES

: Provision of a comprehensive clinical service for patients at Chris Hani Baragwanath Academic Hospital; provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of Medical Registrars. Stimulate and undertake research projects. Be a role model for students and staff. Maintain quality assurance standards and other departmental policies. Supervising the management of and managing patients, Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Administrative duties within the Department. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. To assist in teaching programme of both undergraduates and postgraduates. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment.

- ENQUIRIES APPLICATIONS** : Prof MR Nethononda Tel No: (011) 933 8197
 : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
- CLOSING DATE** : 27 January 2023
- POST 01/278** : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/015660 (X3 POSTS)**
 Directorate: Internal Medicine
- SALARY CENTRE REQUIREMENTS** : R1 156 308 per annum, (all inclusive)
 : Chris Hani Baragwanath Academic Hospital
 : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty. No experience. Confirmation from College of Medicine with regards to the FCP II Results.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.
- ENQUIRIES** : Dr N N Mqhayi-Mbambo Tel No: (011) 933 9154/8154

- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
- CLOSING DATE** : 27 January 2023
- POST 01/279** : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/015763 (X1 POST)**
Directorate: Surgery (Acute Care Surgery Unit)
- SALARY** : R1 156 308.per annum, (all inclusive)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Appropriate qualifications that allow registration with HPCSA as Medical Specialist in Surgery. Current FCS (SA) specialist registration with the HPCSA. No experience required. Other Skills/Requirements Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with anaesthetic team, emergency unit nursing team, ward nursing team. Capacity to manage change both within the Acute Care Surgery (ACS) team and within the emergency unit/theatre/ward continuum. Aptitude for increasing the “footprint” of the ACS service across the CHBAH hospital cluster. Surgical skillset to manage emergency general surgery patients, including laparoscopic skills. Critical Care training / experience will be an advantage. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to health care users. Computer literacy. A valid driver’s license.
- DUTIES** : Provision of a comprehensive clinical service for patients at Chris Hani Baragwanath Academic Hospital which includes supervising the management of and managing ACS patients in emergency unit, ICU, high dependency unit, and ward; performing and supervising appropriate surgical operations; managing emergency theatre booking lists. Traditional on-call model currently,

transitioning to shift-based onsite call model. To assist in teaching programme of both undergraduates and postgraduates by teaching and training interns, medical officers, registrars, and medical students. Conducting ward rounds and theatre sessions at Bheki Mlangeni District Hospital; engaging with surgical staff and management at cluster hospitals. Coordinating logistics and facilitating obtaining equipment and pharmaceuticals. Ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES
APPLICATIONS

: Dr R Moore or Ms Ethel Moledi Tel No: 011 933 9267/8804
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

NOTE

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

CLOSING DATE

: 27 January 2023

POST 01/280

: **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/015764 (X1 POST)**
Directorate: Surgery (Burns Unit)

SALARY
CENTRE
REQUIREMENTS

: R1 156 308 per annum, (all inclusive)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Appropriate qualifications that allow registration with HPCSA as Medical Specialist in Plastic Surgery. Current FC Plastic Surgery (SA) specialist registration with the HPCSA. No experience required
Skills/Competence/Knowledge: Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with anaesthetic

team, emergency unit nursing team, ward nursing team. Surgical skillset to manage critically ill surgery patients. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to health care users. Computer Literacy. A valid driver's license.

DUTIES

: Supervising the management of Burns patients in the ward and in ICU, performing, and supervising appropriate surgical operations. Participate in the training of interns, medical officers, registrars, Engaging with surgical staff and management at cluster hospitals. Provision of a comprehensive clinical service for patients at Chris Hani Baragwanath Academic Hospital; Provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of Medical Registrars and Fellows in Intensive Care. Administrative duties. Coordinating logistics and obtaining equipment and pharmaceuticals. Ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes for burns. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. To assist in teaching programme of both undergraduates and postgraduates. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES

: Prof Muganza Tel No: 011 933 9267/8804 or Ms Ethel Moledi

APPLICATIONS

: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE

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

CLOSING DATE

: 27 January 2023

- POST 01/281** : **MEDICAL SPECIALIST: PSYCHIATRIST GRADE 1/2/3 ACADEMIC LEVEL LECTURER/SENIOR LECTURER REF NO: WKH/30/12/2022**
Directorate: Medical Psychiatry
- SALARY** : R1 156 308 per annum, all inclusive. (Grade of post and remuneration package will be determined by the years of experience after registration at HPCSA as a Medical Specialist according to OSD guidelines)
- CENTRE REQUIREMENTS** : Weskoppies Hospital
: M MED (PSYCH) or FCPSYCH (SA) or equivalent. Registration with the HPCSA as a Medical Specialist Psychiatrist is mandatory. Relevant experience in general adult psychiatry will be a requirement. Scientific conference participation and/ or scientific article publication in an accredited journal is a requirement.
- DUTIES** : The post is a joint appointment specialist psychiatrist post with Weskoppies Hospital/Gauteng and the School of Medicine of the Faculty of Health Sciences, University of Pretoria. The main tasks of the post will be the management and treatment of general adult psychiatric patients, including the related administrative and medico-legal work. Doing criminal forensic psychiatric observations and testifying in a court of law will also be included, if needed. Successful candidates will be expected to be involved in training and teaching of undergraduate students, medical officers and other health care workers. Doing research and supervising research are part of the duties also. Duties will also include general management and administration appropriate to the post, including involvement in hospital and university related committees. An interest to further studies in psychiatry sub-specialties and/or relevant postgraduate / doctoral degree studies will be recommended. The incumbent is expected to become involved in outreach services as determined by the department of psychiatry.
- ENQUIRIES APPLICATIONS** : Prof N Khamker Tel No: (012) 319 9719
: Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on the most recent Z83 Application for Employment Form as issued by the Minister for the Public Service and Administration, obtainable from the DOH Website and/or any Public Service Department. Use of the old Z83 Form will result in disqualification applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application but must submit the Z83 with a detailed Curriculum Vitae only. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Applicants who do not comply with the requirements outlined above, will not be considered. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.
- CLOSING DATE** : 27 January 2023
- POST 01/282** : **MEDICAL SPECIALIST REF NO: HRM/2022/51**
Directorate: Psychiatry
- SALARY** : Grade 1: R1 156 308 - R1 227 255 per annum
CENTRE : Mamelodi Regional Hospital

- REQUIREMENTS** : National senior certificate plus MBChB / MBChB plus FC Psychiatry or MMed (Psychiatry). Registration with HPCSA as a Medical Specialist. Appropriate experience in Psychiatric setting. Grade 1: No Experience after registration with the HPCSA as Medical Specialist in a normal specialty.
- DUTIES** : Management of services within the Mental Health Unit both clinical and administrative. Provide effective and efficient outpatient mental health care in the Hospital including assessment, treatment and monitoring of psychiatric patients within the framework of the Mental Health Care Act (No. 17 of 2002). Development and implementation of evidence-based, clinical protocols and guidelines. Partake in quality improvement programs including clinical audits, morbidity and mortality meetings and continuous professional development activities in the units and other departments. Implement and monitor adherence to Mental Health Care Act. Rendering of afterhours services including weekends (commuted overtime). Lead the multidisciplinary team discussions of patients in the psychiatric wards. Liaise with referral centres for patients who need further care and investigations. Training of staff members in the unit and other departments. Active participation in all hospital committees. To liaise with external stakeholders where appropriate and always maintain Professional and Ethical conduct.
- ENQUIRIES** : Dr EB 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** : HR Manager. Mr MH Hlophe Tel No: (012 841 8329
- NOTE** : 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** : 03 February 2023
- POST 01/283** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/015661 (X1 POST)**
Directorate: Urology
- SALARY** : R858 528 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Appropriate qualification that allows registration with HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner, must be post community service. No experience.
- DUTIES** : Perform duties according to guidelines from department of Urology of the University of Witwatersrand. Render a full spectrum of Urology inpatient and Outpatient services. Provide clinical guidance to designated clinic staff. Perform department administrative duties and post graduate students. Initiate and participate in clinical research. Render after-hours clinical services.
- ENQUIRIES** : Dr S Doherty Tel No: (011) 933 9611/8108
- APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular

19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

- CLOSING DATE** : 27 January 2023
- POST 01/284** : **ASSISTANT MANAGER NURSING SPECIALTY: THEATRE REF NO: HRM/2022/54**
Directorate: Nursing
(Re-Advert)
- SALARY CENTRE REQUIREMENTS** : R642 942 - R723 624 per annum, salary will be determined as per OSD grading
: Mamelodi Regional Hospital
: National Senior Certificate and a 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.
- DUTIES** : Demonstrate in-depth knowledge of relevant prescripts as well as understanding of the legislative 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
: 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

: 03 February 2023

POST 01/285

: **ASSISTANT DIRECTOR: ULTRASOUND RADIOGRAPHER REF NO: REFS01580 (X1 POST)**
Directorate: Radiography

SALARY
CENTRE
REQUIREMENTS

: R540 840 per annum, (plus benefits)
: Chris Hani Baragwanath Academic Hospital
: Appropriate qualifications that allows for registration with HPCSA as an Ultra sonographer. Registration with HPCSA as an Ultra sonographer. Minimum of eight (8) years' experience as a diagnostic radiographer/ultra-sonographer of which five (5) years must be at supervisory level in a capacity of ultrasonography Competencies/ Knowledge/ Skills: Sound knowledge of specialised and general ultrasonography protocols and equipment. Comprehensive knowledge of radiation protection legislation. Knowledge of OHS Act and other relevant Health Acts. Sound knowledge of radiography/ultrasound Quality Assurance programme. Knowledge of relevant public service regulations, legislation, policies, acts and procedures. Computer literacy (Ms Word, Ms. Excel). Compliance with budgeting, National Core Standards/Ideal Hospital Framework, Health and Safety and Infection Control principles. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Sound planning and organizational skills regarding resources, Finance and HR matters. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills.

DUTIES

: Support the Radiographer Manager to meet the objectives of the department. Manage ultrasound subcomponent by supervising all staff in ultrasound, performing relevant ultrasound imaging and administrative functions. Render effective patient centred Ultrasound service for in-and out-patient in adherence to the scope of practice and health protocols. Ensure efficient and effective control and use of all equipment, assets and resource including consumable and staff belonging of the cost centre. Develop, implement and monitor policies and procedures to ensure the effective and efficient functioning of the department. Ensure ultrasound services comply with relevant standard, legislation and current government initiatives to improve health services. Manage the quality assurance programmes as required by radiation control directorate and department of Health. Provide clinical training and supervision to junior and students sonographers and assume specific trainer roles when delegated to oversee specific imaging areas within radiology. Encourage a multidisciplinary approach by fostering close working relationship with other departments in order to render quality services. Supervise, develop, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles, Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial hospital and departmental policies, procedures, guidelines regulations. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Contribute and participate in professional development of self and colleagues. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

ENQUIRIES
APPLICATIONS

: Mr. SJT Khumalo Tel No: (011) 933 8434
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at

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

- CLOSING DATE** : 27 January 2023
- POST 01/286** : **ASSISTANT DIRECTOR: MEDICAL ORTHOTIST AND PROSTHETIST REF NO: REFS/016585 (X1 POST)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R540 840 per annum, (plus benefits)
: Dr George Mukhari Academic Hospital
: National Diploma in Medical Orthotics and Prosthetics. Current registration with the Health Professions Council of South Africa (HPCSA). A minimum of 5 years' experience after registration with the HPCSA of which 3 years must be appropriate managerial. Leadership and managerial skills. Sound knowledge of human resource management, training and development, labour relations, occupational health and safety and quality assurance.
- DUTIES** : Overall management of all aspects of human and financial resources of the Orthotics and Prosthetics Department. Rendering of clinical services according to specified standards, protocols and ethical guidelines. Participate in all clinical audits and quality improvement programs. Participate in all relevant internal and external meetings and forums. Deal with all complaints and enquiries. Organize outreach programs to regional hospitals.
- ENQUIRIES APPLICATIONS** : Ms. S Robberts Tel No: 012 529 3424
: 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. 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.
- 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. NB: Shortlisted candidates will be

subjected to Microsoft office skills assessment tests. The specific reference must be quoted. 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

: 27 January 2023, closing time will be 12h00 on the closing date.

POST 01/287

: **ASSISTANT DIRECTOR: CLINICAL SUPPORT AND THERAPEUTIC SERVICES REF NO: PWH/ASD-CS/01/2022**
Directorate: Hospital Management

SALARY CENTRE

: R540 840 (Min) - R600 255 (Max) per annum, plus benefits
: Pretoria West District Hospital

REQUIREMENTS

: National Senior Certificate. A recognized three (3) years National Diploma/Degree in a relevant field. Ten (10) years' experience as a therapist. Current registration with HPCSA. Knowledge of Public service legislation. Policies and Procedures. Knowledge of current DOH guidelines and policies governing the Health sector. Computer skills, excellent time management skills, written and Verbal skills, and report writing skills, be proactive and initiative in problem solving and decision-making. Honesty, integrity and high work ethic. Good Interpersonal skills. Competencies: Supervisory, organizing, communication, Strategic thinking, computer literacy, interpersonal relationship and conflict Resolution, policy implementation, budgeting, innovative, and analytical Thinking. Ability to Communicate and interact with other departments within the hospital. Added advantage: Direct supervisory experience for clinical support. Diploma/Degree or a higher certificate in management or project management.

DUTIES

: Report to the Head of the institution. Comprehensively manage the clinical support Subunits. Manage and monitor performance and development of all staff. Manage, plan, organize and supervise the provision of Clinical support and therapeutic services. Plan coordinate and directly monitor the budget allocated to the unit. Provide operational advice and guidance to the subordinates (professional and support) and manage their performance. Provide leadership in the service delivery improvement. Provide professional advice in issues pertaining the policies and legislation related to clinical matters. Provide input into compilation of the strategic and Operational plans. Compilation of monthly statistics and stock control. Form part of the executive hospital Senior Management staff and represent the department in full, open communication and open service engagements on areas that need service delivery improvement on a continuous basis. Accumulate evidence of inclusive governance in the unit while maintaining decisive leadership. Represent the hospital or delegate at various forums and meetings. Implement the decisions and plans taken at departmental and institutional level. Implement relevant service Delivery policies and protocols to sustain the service delivery of some critical departments under your supervision. Monitor the uninterrupted continuity of 24-hour service delivery of some clinical support services.

ENQUIRIES APPLICATIONS

: Mr. M.T.K. Zondi Tel No: (012) 380 1205
: Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West NB: Please Sign The Delivery Register or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117: The employer reserves the right to fill or not fill the post.

NOTE

: People with disabilities are encouraged to apply. Applications must be submitted on a new Z83 form and attach a Copy of CV. Only Shortlisted candidate will be required to submit certified copies of documents. Failure to do so will lead into disqualification. General information: Short-listed candidates must be available for interviews at a Date and time determine by the Pretoria west Hospital.

CLOSING DATE

: 27 January 2023 at 16:00

POST 01/288

: **CHIEF PHYSIOTHERAPIST REF NO: REFS/015664 (X2 POSTS)**
Directorate: Physiotherapy

SALARY CENTRE

: R487 305 per annum
: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS

: An appropriate qualification that allows for registration with the HPCSA as Physiotherapist. Registration with HPCSA as an independent practitioner. A minimum of 3 years' appropriate experience as Physiotherapist after registration as an independent practitioner with the HPCSA. Knowledge or experience in the field of medical and surgical Physiotherapy will be added advantage. Competency /Knowledge/Skills requirements: Must have knowledge of current health and public service legislation, regulations, and policies. Knowledge in the application of clinical Physiotherapy theory, practices, and ethics. Communication skills, report writing skills, decision-making skills, computer skills, planning & organizational skills, expert clinical Physiotherapy skills, research skills, analytical skills, presentation skills, and human resource & financial management skills.

DUTIES

: Manage, plan, coordinate, implement and report on physiotherapy services in allocated work section. Render an experienced and specialized physiotherapy service in the department. Develop guidelines, protocols and SOPs in line with the national and provincial strategies and monitor the implementation thereof. Contribute to departmental planning, budgeting, monitoring, and evaluating processes. Monitor proper utilization of allocated financial and physical resources. Attend relevant meetings and assume relevant functions on behalf of the Head of the Department or as delegated. Participate in planning and delivering CPD programs. Supervise and manage the performance of allocated staff. Participate in supervision and training of students. Assist with the implementation and monitoring of Quality Assurance e.g., audits and statistics. Contribute to the development of Physiotherapy Department and the profession by promoting and carrying out research and other projects in own work area. Coordinate and ensure the promotion and marketing of Physiotherapy service in the hospital and community. Adhere to and implement all relevant policies, procedures, standards, and legislation.

ENQUIRIES

: Mrs. E Haarhoff Tel No: 011 933 8927

APPLICATIONS

: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE

: Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

CLOSING DATE

: 27 January 2023

- POST 01/289** : **OPERATIONAL MANAGER NURSING PNA-5/PNB-3:**
(GENERAL/SPECIALTY) REF NO: WKH/31/12/2022 (X2 POSTS)
Directorate: Nursing
- SALARY** : R464 466 (PNA-5) – R588 378 (PNB-3) per annum, plus benefits. (Salary will be in line with OSD regulations with regards to years of experience after registration)
- CENTRE REQUIREMENTS** : Weskoppies Hospital
Grade 12. Basic qualification as a professional nurse according to R 425 or equivalent qualification that leads to registration with the South African Nursing Council as a professional nurse. Post basic qualification in the specialty area: psychiatry recognized in accordance with R 212 will be required to be appointed in the specialty stream (PNB-3). A valid driver's license. A qualification in nursing administration/management will be a recommendation. A minimum of 7 years' experience as a professional nurse. At least 4 years' experience in psychiatric nursing. To be appointed in the specialty stream, a minimum of 9 years' experience as a professional nurse is a requirement of which at least 5 years' experience should be in psychiatry nursing after obtaining post basic qualification in psychiatric nursing.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and provision of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES APPLICATIONS** : Ms. PB Schoonwinkel Tel No: (012) 319 9877
Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on the most recent Z83 Application for Employment Form as issued by the Minister for the Public Service and Administration, obtainable from the DOH Website and/or any Public Service Department. Use of the old Z83 Form will result in disqualification applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application but must submit the Z83 with a detailed Curriculum Vitae only. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Applicants who do not comply with the requirements outlined above, will not be considered. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply. Note: Males are encouraged to apply.
- CLOSING DATE** : 27 January 2023
- POST 01/290** : **CLINICAL PROGRAMME COORDINATOR: QUALITY ASSURANCE REF NO: WKH/32/12/2022**
Directorate: Nursing Quality Assurance
Re-Advertisement, Applicants who have applied previously should re-apply.
- SALARY** : R464 466 per annum, plus benefits. (Salary will be in line with OSD regulations with regards to years of experience after registration)
- CENTRE REQUIREMENTS** : Weskoppies Hospital
Grade 12 or equivalent NQF level. Basic qualification as a professional nurse according to R425 (i.e Diploma / Degree in Nursing) that allows registration

with the SANC as a Professional Nurse. Current registration with the SANC. A minimum of 7 years appropriate experience in nursing after registration with SANC as a Professional Nurse in general nursing of which at least 5 years should be in a psychiatry unit. A minimum of 2 years' experience in a quality assurance unit. Have the ability to analyze complex information relating to areas of operation and to transform that into user-friendly reports and assessments. Have experience and ability to utilize quality assurance related methodologies, tools and databases. Have the ability to prioritize issues and other related work matters and to comply with the ability with the frames set. Have ability to work under pressure to meet deadlines. Have excellent interpersonal and communication skills (both verbal and written). An aptitude for statistics and data analysis and excellent reporting writing skills. High level of accuracy and attention to detail. Have computer skills and the ability to work with MS Word, MS PowerPoint and MS Excel. A valid driver's license.

DUTIES

: Assist with Quality Assurance monitoring and evaluation framework. Source and obtain data and information to measure progress and compliance with Quality Assurance targets and norms required for the developments of measurable performance indicators related to the quality of care in the institution. Use the collected data to measure progress and compliance against set targets. Assist with the generation of reliable assessment in support of planning and intervention processes required for Quality Assurance in the institution. Assist with the drafting of annual, Quarterly and other relevant quality assurance performance reports. Assist management and investigation of complaints and Patient safety incidents. Participate in selected Clinical Audit projects. Conduct customer care related surveys and respond appropriately to results. Participate in continuous monitoring and evaluations (National Core Standards / Ideal Hospital Realization). Active participation in the activities of the Quality Assurance and Complaints Committees and assist with the secretarial responsibilities of these committee meetings, coordinate reports pertaining to performance indicators. Assist with data collecting, analysis and reports. Optimal utilizations of resources and implementation of the performance management system.

ENQUIRIES

APPLICATIONS

: Ms. J Molopyane Tel No: (012) 319 9915
 : Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered. Applications received after the closing date will not be considered.

NOTE

: Applications must be submitted on the most recent Z83 Application for Employment Form as issued by the Minister for the Public Service and Administration, obtainable from the DOH Website and/or any Public Service Department. Use of the old Z83 Form will result in disqualification applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application but must submit the Z83 with a detailed Curriculum Vitae only. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Applicants who do not comply with the requirements outlined above, will not be considered. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.

CLOSING DATE

: 27 January 2023

- POST 01/291** : **ARTISAN CHIEF GRADE A REF NO: TDH2022/18**
 Directorate: Facility Management Unit
- SALARY** : R404 052 – 461 973 per annum, (plus benefits)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Grade 12 or equivalent qualification, 3-year Diploma/degree in Engineering (Mechanical or Electrical) and Building (Structural, Civil or Construction) or equivalent, with 5 years' experience as an Artisan Foreman. Project Management qualification. Training in OHS Act. Knowledge of Legal compliance. Financial management, planning and monitoring, high level of accuracy, negotiating and co-ordinating skills. Presentation skills. Communication skills. Health infrastructure including general machinery and equipment knowledge. Knowledge of other technical fields. Computer literate. Report writing skill. A valid Driver's licence.
- DUTIES** : Day to day maintenance management and quality assurance. Keep database of works orders, Contracts and Statistics. Project Management and reporting to relevant Stakeholders. Ensure accurate specifications for minor renovation projects. Monitor and oversee construction, maintenance, repairs and servicing work being conducted by Department of Infrastructure Development and external Contractors. Management of period's contracts and buildings audits. Horticulture, pest control and landscaping. Provide technical advice to end users. Monitor the Standards of neatness in the garden and buildings. Ensure moving of equipment's, furniture's and redundant assets. Ensure daily removal of general medical waste and monitoring use of medical gases. Promote health and safety of staff and use of protective clothing. Implement compliance requirements with Building Regulations, OHS Act, IUSS and National Health Core Standards. FMU Budget control. Stock control. Monitor performance, attendance, leave and punctuality of subordinates.
- ENQUIRIES** : Ms Mogashoa MG Tel No: (012) 354 7653
APPLICATIONS : All applications should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or hand delivered to Tshwane District Hospital Cnr Dr savage road and Steve Biko Road Gezina. No faxed applications will be considered.
- NOTE** : Applications 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.
- CLOSING DATE** : 27 January 2023
- POST 01/292** : **PROFESSIONAL NURSE (SPECIALTY NEPHROLOGY NURSING) REF NO: HRM/2022/50**
 Directorate: Nursing
- SALARY** : R400 644 - R606 042 per annum, (OSD)
CENTRE : Mamelodi Regional Hospital
REQUIREMENTS : National Senior certificate and a Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. A post basic qualification with a duration of at least one year accredited with SANC in Nephrology nursing Specialty. A minimum of 4 years appropriate/recognized experience in nursing after registration as a professional nurse with SANC in general nursing. At least 1year of the period referred to above must be appropriate/ recognizable experience working in Renal Unit after obtaining the one-year post-basic qualification in renal specialty. Competencies: Good communication skills, verbal and written. Have knowledge of ideal hospital realization and maintenance framework. Computer literacy.
- DUTIES** : Perform a clinical nursing practice in accordance with the scope of practice and required nursing standards. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Promote specialised quality of nursing care as directed by professional scope of practice and standards as determined by the relevant health facility. Able to plan and organise own work and ensure proper nursing care. Demonstrate effective

communications with patients, supervisors and other stake holders including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele)

ENQUIRIES : Ms S Mahlangu Tel No: 012 841 8363
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 Tel No: 012 841 8331 (Recruitment Section)
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 shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.

CLOSING DATE : 03 February 2023

POST 01/293 : **PROFESSIONAL NURSE SPECIALTY GRADE 1 / OCCUPATIONAL HEALTH NURSE PRACTITIONER REF NO: CHBAH 606 (X1 POST)**
Directorate: Employee Health and Wellness Program

SALARY : R400 644 per annum, (plus service benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government notice R425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post-basic Nursing qualification in Occupational Health Nursing Science with a duration of at least 1 year, accredited with the SANC. Must be currently registered with SANC and or SASOHN. A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Certificate in Primary Health Care, Dispensing License and NIMART will serve as an added advantage. Competencies/ Knowledge/ Skills: Occupational Health Practices. Knowledge in all relevant OHS Legislation. Knowledge of the Medical Regulations, Nursing Act/ Regulations, National Core Standards, Occupational Health and Safety Act (OHS), DPSA guidelines on COIDA and Customer service (Batho Pele Principles). Knowledge of the Basic Conditions of Employment Act, PFMA and National Treasury Regulations. Skills: Good communication skills, interpersonal relations and team player. The incumbent must have be computer literate and have strong report writing skills. Ability to work under pressure and meet deadlines. Time management, critical thinking and problem-solving skills. The candidate must be ethical and able to maintain confidential information.

DUTIES : Provide comprehensive employee health and wellness services in line with the DPSA EHWP framework. Implement of the medical surveillance programme and HIV/AIDS and TB management. Provide emergency services for work related injuries and medical emergencies. Identification and management of non-communicable diseases, including primary health care services and proper referral in accordance with guidelines. Monitor and manage occupational diseases and injuries. Assist with development of standard operating procedures for the effective implementation of employee health and wellness services. Manage the vaccination programme including COVID 19 Testing services. Participate in the development of the hospital emergency preparedness plan, health and safety inspections, audits and investigation as required by the programme. Establish and maintain good relations with OHS Stakeholders and other disciplines within the health care system. Management of medication and stock (ordering storage, dispensary, reporting systems. Promotion of healthy lifestyle and foster the culture of health and safety through

training and hosting health events for employees. Comply with the performance management and development system.

**ENQUIRIES
APPLICATIONS**

: Ms. F. Ndebele Tel No: 011 933 0138/0142
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE

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

CLOSING DATE

: 27 January 2023

POST 01/294

: **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO:
MRH/2022/55**
Directorate: Human Resources
(Re-Advert)

**SALARY
CENTRE
REQUIREMENTS**

: R393 711 - R475 596 per annum (Level 09)
: Mamelodi Regional Hospital
: National Senior Certificate and an appropriate 3-year Degree or Diploma in Human Resource or equivalent qualification with 5 years relevant Human Resource experience as an HR generalist and 3 years of which should be supervisory level. Knowledge and understanding of Public Service prescripts. Completion of various PERSAL Courses. Computer literate. Good written and advanced communication skills. Must have leadership, planning, organising and problem-solving skills. Ability to work in a high volume and highly pressurized environment.

DUTIES

: Lead and manage HR unit. Manage HR budget. Implement and interprets policies directives and guidelines. Implement and maintain a sound quality management system, including applicable legislations, policies, good practices and standards. Manage Recruitment & Selection processes. Provide training, guidance and support to HR staff and line Managers. Approve and quality assure all mandates and transactions related to appointments, transfers, 118 terminations, salary administration, and management of conditions of service etc. Manage OSD appointments. Grade Progression for OSD and non-OSD. Ensure that PERSAL related transactions and mandates Forwarded to Gauteng Department of Finance (GDF) are captured correctly. Manage staff

Establishment and post filling. Draw up a Post filling plan. Policy and Procedure on Incapacity leave and Ill Health Retirement (PILIR) Provide strategic and operational Support to staff and line managers. Manage the Performance Management and Development system (PMDS) and the implementation thereof. Manage Training unit. Compile and submit reports or any other HR related submissions. Manage HR related submissions. Manage audit queries. Manage and implement ORWOPS/ORW, Declaration of Financial Disclosures/e-Disclosures. Monitor Overtime and capturing of the authorization for overtime for Nursing, Admin & Support staff. Specimen signatures. Management of the payroll. (ESS & Manual) Develop and monitor the Operational Plan for HR. Attend meetings.

**ENQUIRIES
APPLICATIONS**

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

NOTE

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

CLOSING DATE

: 03 February 2023

POST 01/295

: **ASSISTANT DIRECTOR: FINANCE REF NO: TDH2022/19**
 Directorate: Finance

**SALARY
CENTRE
REQUIREMENTS**

: R393 711 – R463 764 per annum, (plus benefits)
 : Tshwane District Hospital
 : Grade 12 or equivalent qualification. National Diploma/ Degree (NQF 7) in financial management of equivalent qualification as recognised by SAQA. A minimum of 7 years relevant experience in a financial management of which 3 years must be supervisory (level 7 or 8) within the public sector. Knowledge and experience in PFMA, treasury regulations and relevant finance policies and prescripts. In-depth knowledge of basic Accounting transversal systems such as BAS, SAP etc. computer literacy and in-depth knowledge of MS Word, Excel, and PowerPoint. Must have a valid driver's licence. Competencies: Need to be able to manage finance with effective oversight, develop, review and implement financial accounting systems procedures in with the relevant legislation, regulations, frameworks and departmental policies and procedures. Must have ability to plan, organise implement, monitor, evaluate, analyse and execute corrective measures. Able to meet commitments and produce results as pre required timeframes. Willingness to work irregular hours when required.

DUTIES

: Manage the Hospital budget, expenditure and all other financial areas with effective supply chain oversight. Manage the reconciliation of transversal systems and control accounts. Assist with budget planning, render advice on cost containment in relation to expenditure trends and compile expenditure reports. Monitor the policy and legislative framework to ensure there is audit compliance and cognisance is taken of new developments. Develop and maintain standard operating procedures and processes. Optimise revenue collection and effective debt management. Ensure that payment of compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Facilitate payment of services providers within the required timeframe. Provide financial administration and Accounting services (ledgers/journals, accounting and reporting (interim and annual financial statements). Provide advice and guidance to end users and relevant stakeholders on budget, revenue and expenditure procedures. Implement effective Human Resources and general administration management within finance for optimal management of subordinates. Ensure that there is a seamless system with efficient processes to reach objectives within the timeframes required. Serve on relevant statutory

	:	committees as required. Ensure compliance with quality standards from the Office of Health Standards Compliance. Develop and implement relevant strategic and operational plans with monitoring and evaluation of finance to achieve hospital objectives.
<u>ENQUIRIES</u>	:	Ms Mogashoa MG Tel No: (012) 354-7653
<u>APPLICATIONS</u>	:	Applications should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or hand delivered to Tshwane District Hospital Cnr Dr savage road and Steve Biko Road Gezina. No faxed applications will be considered.
<u>NOTE</u>	:	Applications 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.
<u>CLOSING DATE</u>	:	27 January 2023
<u>POST 01/296</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: PWH/HR-ASD/O3/2022</u> Directorate: Hospital Management
<u>SALARY</u>	:	R393 711 (Min) – R463 764 (Max) per annum, plus benefits
<u>CENTRE</u>	:	Pretoria West District Hospital
<u>REQUIREMENTS</u>	:	An appropriate degree, diploma or equivalent qualification in Human Resources management with a minimum of 5 years Human Resource experience. Proven supervisory experience. Updated PERSAL Certificate. Knowledge and understanding of Public Service legislative framework. Extensive knowledge and Experience of the PERSAL system and Human Resource Administration processes. Computer literate (MS Word, MS Excel and Power Point. Knowledge of the Public Service Act, Public Finance Management Act, Labour Relations Act, Skills Development Act, and other Legislative Prescripts that govern Human Resource Management. Good written and advanced communication skills. Must have leadership, planning, organizing and Problem solving and conflict management skills. Must be able to manage and lead a team. Ability to multitask and Prioritize. Ability to work in a high volume and highly pressurized environment.
<u>DUTIES</u>	:	Lead and manage the Human Resource teams. Manage HR budget. Implement and interpret policies, Directives and guidelines. Implement and maintain sound quality management systems, including applicable Legislations, policies, good practice, and standards. Manage Recruitment & Selection processes. Provide training, Guidance and support to HR staff and line managers. Approve and qualify all mandates and transactions related to appointments, transfers, terminations, salary administration and management of condition of service etc. Manage ODS appointments, grade progression for OSD and non-OSD. Ensure that PERSAL related transactions and mandates forwarded Gauteng Department of Finance (GDF) are captured correctly. Manage staff Establishment and post filling. Draw up a post-filling plan. Implement policy and procedures on Incapacity leave And Ill-Health Retirement (PILLIR). Provide strategic and operational support to staff and line managers. Manage the Performance Management and Development System (PMDS) and the Implementation Thereof. Manage Labour Relations unit and Training unit. Compile and submit reports or any other HR related submissions. Manage audit queries. Manage and implement RWOPS/ORW, Declaration of Financial Disclosure /e-Disclosures. Monitor overtime and capturing of the authorization for overtime. Manage leave and work attendance by staff. Ensure that leaves are correctly captured on PERSAL. Collect specimen signatures. Implement effective Human Resources and general administrative management within the unit. Serve on EXCO and all relevant statutory Committees as required. Develop and implement relevant strategic and Operational Plans with monitoring and Evaluations to achieve Hospital Objectives. Prepare and submit consolidated monthly, quarterly and annual reports to the manager HRM. Maintain ethical and professional conduct. Fully represent human resources at the Management level by also constantly advising the CEOs office on HR

		policies and Circulars for regular Implementation of all HR practices, labour relations and Human resource development polices.
<u>ENQUIRIES</u>	:	Mr. M.T.K. Zondi Tel No: (012) 380 1205
<u>APPLICATIONS</u>	:	Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West NB: Please Sign The Delivery Register or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117: The employer reserves the right to fill or not fill the post. People with disabilities are encouraged to apply.
<u>NOTE</u>	:	Applications must be submitted on a new Z83 form and attach a Copy of CV. Only Shortlisted candidate will be required to submit certified copies of documents. Failure to do so will lead into disqualification. General information: Short-listed candidates must be available for interviews at a Date and time determine by the Pretoria west Hospital.
<u>CLOSING DATE</u>	:	27 January 2023 at 16:00
<u>POST 01/297</u>	:	<u>ASSISTANT DIRECTOR: CORPORATE REF NO: PWH/CORP-ASD/O4/2022</u> Fleet, Buildings and Projects, Day To Day Maintenance, IT Hospital Kitchen, Security, Day-To-Day Maintenance Directorate: Hospital Management
<u>SALARY</u>	:	R393 711 (Min) – R463 764 (Max) per annum, plus benefits
<u>CENTRE</u>	:	Pretoria West District Hospital
<u>REQUIREMENTS</u>	:	An appropriate degree, diploma or equivalent qualification in Governance and administration. Minimum of 3-5 years relevant experience. Proven supervisory experience. Updated Pesal certificate. Knowledge and understanding of Public Service legislative framework. Extensive knowledge and experience of the PERSAL System and Human Resource Administration processes. Computer literate (MS Word, MS Excel, and Power Point. Knowledge of the Public Service Act, Public Finance Management Act, Labour Relations Act , Skills Development Act, and other Legislative Prescripts that govern Human Resource Management. Good written and advanced communication skills. Must have leadership, planning, organizing and problem solving and conflict management skills. Must be able to manage and lead a team. Ability to multitask and prioritize. Ability to work in a high volume and highly pressurized environment.
<u>DUTIES</u>	:	Manage the planning of hospital projects for effective alignment and implementation, manage the facility Budget and align with priorities and stock for day to day building maintenance issues, manage and monitor the Use of hospital fleet and with relevance day-to-day usage. Plan and monitor hospital information technology Projects For effective contacts management, monitor the hospital systems and infrastructure i.e. Water and Electricity Systems. Monitor and direct support the hospital kitchen facility for compliance and effective Management, manage And coordinate project committee with department of infrastructure development to enable Healthy working Relationships for effective project alignment and implementation. Manage and monitor internal Hospital security Systems.
<u>ENQUIRIES</u>	:	Mr. M.T.K. Zondi Tel No: (012) 380 1205
<u>APPLICATIONS</u>	:	Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West NB: Please Sign The Delivery Register or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117: The employer reserves the right to fill or not fill the post.
<u>NOTE</u>	:	People with disabilities are encouraged to apply. Applications must be submitted on a new Z83 form and attach a Copy of CV. Only Shortlisted candidate will be required to submit certified copies of documents. Failure to do so will lead into disqualification. General information: Short-listed candidates must be available for interviews at a Date and time determine by the Pretoria west Hospital.
<u>CLOSING DATE</u>	:	27 January 2022 at 16:00
<u>POST 01/298</u>	:	<u>DIAGNOSTIC RADIOGRAPHERS GRADE 1 -3 REF NO: REFS/015665 (X3 POSTS)</u> Directorate: Radiography
<u>SALARY</u>	:	Grade 1: R322 427 - R378 318 per annum Grade 2: R389 754 - R445 665 per annum

**CENTRE
REQUIREMENTS**

Grade 3: R459 126 – R557 184 per annum
Chris Hani Baragwanath Academic Hospital
Grade 1: Less than 10 years relevant experience **Grade 2:** Less than 20 years relevant experience **Grade 3:** 20 years and more relevant experience National Diploma in Diagnostic Radiography/Degree. Appropriate qualification that allows registration with the Health Professions Council of South African (HPCSA) in Radiography. Completion of Community service in Diagnostic Radiography is necessary. Registration with the Health Professions Council of South Africa as a Diagnostic Radiographer. Must be currently be registered with HPCSA for 2022/2023. Experience in Digital Radiography, Experience in utilisation of Computerised Radiography System. Experience in Theatre and Ward Radiography. Experience in handling of Trauma patients. Knowledge of relevant public service regulations, legislation, policies, acts and procedures. Computer literacy (Ms Word, Ms. Excel). Compliance with budgeting, Radiographic Quality Assurance, National Core Standards, Health and Safety and Infection Control principles. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills.

DUTIES

Render effective patient centred Radiography service for in-and out-patient in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in providing 24-hours radiography services in the hospital. Report to the Assistant Director: Radiography. Supervise, develop, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles. Adhere to provincial hospital and departmental policies, procedures, guidelines regulations. Perform record keeping, data collection; assist with budget control and assets management. Contribute and participate in professional development of self, colleagues, and members of the interdisciplinary team members. Participate in research project of the department. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines, and regulations. Contribute and participate in professional development of self and colleagues. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

**ENQUIRIES
APPLICATIONS**

Mr Khumalo Tel No: (011) 933 8434
Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE

Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying

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

- CLOSING DATE** : 27 January 2023
- POST 01/299** : **PROFESSIONAL NURSE (GENERAL) REF NO: TDH2022/21 (X5 POSTS)**
Directorate: Nursing Department
- SALARY** : Grade 1: R268 584 – R311 361 per annum, (plus benefits)
- CENTRE** : Tshwane District Hospital
- REQUIREMENTS** : Grade 12 plus a basic qualification accredited with the SANC in terms of Government Notice 425 (i.e: Diploma/Degree in nursing) or equivalent qualification with the SANC as a Professional Nurse. Registration as a Professional Nurse after post 125 Community Service. Current (2022) SANC license to practice. Basic Midwifery will be an added advantage.
- DUTIES** : Implement a comprehensive nursing care plan/program for the promotion of health, self-care, treatment and rehabilitation of patients. Administer treatment plan of common or minor primary health conditions presented at primary care facilities in accordance with prescribed norms and standards, guidelines and treat conditions of patients as prescribed. Screen health problems and diseases in accordance with prescribed norms and standards. Maintain a therapeutic relationship and environment in which health care can be provided optimally and safely. Create and maintain a complete and accurate nursing record for individual health care users. Audit clinical records by analyzing data. Implement standards, practices, criteria and indicators for quality nursing. Assist in the development of nursing and improvement of standards of care through research. Create an environment and learning opportunities that foster professional growth and improvement in nursing and health care. Actively engage in the education and training of students in the health care system. Develop and document interventions and progress of patients to facilitate continuity of care. Participate in the formulation and review of nursing interventions through comprehensive and on-going assessment. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a professional and ethical practice as well as an enabling environment for ethical practice. Protect and advocate rights of patients regarding health care. Compliance and adherence to the relevant acts/prescripts applicable within the nursing environment. Apply the principles of nursing care in service rendering, for the maintenance of professional excellence. Implement nursing care management activities according to the Standards of Practice and Scope of Practice. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively.
- ENQUIRIES** : Mr TF Budzwa Tel No: (012) 354-7600
- APPLICATIONS** : All applications should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or hand delivered to Tshwane District Hospital cnr Dr savage road and Steve Biko Road Gezina. No faxed applications will be considered.
- NOTE** : Applications 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. Only shortlisted candidates will be required to submit proof of criminal record 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.
- CLOSING DATE** : 27 January 2023

POST 01/300 : **INFORMATION COMMUNICATIONS & TECHNOLOGY TECHNICIAN (ICT)**
REF NO: WKH/33/12/2022
Directorate: Information Technology (IT)

SALARY : R269 214 per annum, plus benefits
CENTRE : Weskoppies Hospital
REQUIREMENTS : National Diploma in Information Communication Technology. Grade 12 or Matric or NTC3. Qualification, A+,N+ or MCSE. Minimum of 5 years in ICT solid experience on ICT support environment. Experience and administering Microsoft systems and Active Directory. Experience of administering Microsoft Office 365 and Email. Understanding of Help Desk operation and full comprehension of IT second and third line of IT support. Understanding of Telecommunication infrastructure, Telephony and PABX system. Understanding of networking infrastructure. Experience and knowledge of supporting SAP (Health Information System) application. Knowledge and experience on telecommunication networks and PABX SYSTEM. Knowledge of CCTV system. Technical problem-solving skills, communication and interpersonal skills. A valid driver's license (minimum code B).

DUTIES : To render telephonic and IT technical support, troubleshoot all computer-related problems, do the installation, configuration and ongoing usability of desktop computers, peripheral equipment software and application. To provide Local Area Network (LAN) Support. Ensure the accessibility of Transversal system on the Network. Document instances of hardware failure, repair and installation. To development a comprehensive replacement plan of computers or ICT resources. To ensure desktop computers interconnect seamlessly with diverse systems. Compiling of ICT equipment's specification. To prepare of the RLSO1. Connecting of ICT equipment such as projectors, radio system and etc. To do ICT asset audit and verification of equipment's on quarterly basis. To do standby and overtime. Required to write relevant reports. Ensuring and securing of ICT equipment's. Skills transfer to ICT interns.

ENQUIRIES : Mr. L Mohudi Tel No: (012) 319 9953
APPLICATIONS : Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered. Applications received after the closing date will not be considered.

NOTE : Applications must be submitted on the most recent Z83 Application for Employment Form as issued by the Minister for the Public Service and Administration, obtainable from the DOH Website and/or any Public Service Department. Use of the old Z83 Form will result in disqualification applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application but must submit the Z83 with a detailed Curriculum Vitae only. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Applicants who do not comply with the requirements outlined above, will not be considered Note: Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.

CLOSING DATE : 27 January 2023

POST 01/301 : **LABOUR RELATIONS OFFICER REF NO: REFS/015724 (X2 POSTS)**
Directorate: Human Resources Management

SALARY : R269 214 per annum (Level 07), (plus benefits)

- CENTRE REQUIREMENTS** :
- : Dr George Mukhari Academic Hospital
 - : A Grade 12 certificate or equivalent qualification with 5 years' experience in Labour Relations or A Degree/ Diploma in Labour Relation/ Human Resources management or equivalent qualification with 3 years' experience in Labour Relation. Drivers License. PERSAL certificates will be an added advantage. Upskilling relevant training certificates from and not limited to National School of Government (NSG) will be advantageous. Computer literacy (Microsoft office suite). Excellent report writing skills. Complex problem solving skills. Negotiation, facilitation and organizing skills. Knowledge of relevant Labour Legislation.
- DUTIES** :
- : Investigate grievances and write reports, Investigate misconduct cases. Handle abscondments. Arrange grievance hearings and disciplinary hearings. Represent the hospital in grievance hearings and disciplinary hearings. Provide training to employees. Provide weekly, monthly, quarterly and annual statistics and reports. Render secretarial support. Facilitate Bi and Multilateral meetings. Strike management. Facilitate mandates for conciliations and arbitrations. Prepare bundles and arrange witnesses. Develop Labour Relations policies in consultation with Central Office. Provide Labour Relation advice to management, employees and unions on a daily basis. Appoint Presiding Officers and Investigating Officers. Facilitate appeals. Ensure compliance to timeline and policies.
- ENQUIRIES APPLICATIONS** :
- : Mr. L Ntshangase Tel No: 012 529 3051
 - : 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. 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.
- 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. NB: Shortlisted candidates will be subjected to Microsoft office skills assessment tests. The specific reference must be quoted. 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** :
- : 27January 2023, closing time will be 12h00 on the closing date.
- POST 01/302** :
- : **PROFESSIONAL NURSE GRADE 1 REF NO: CHBAH 607 (X1 POST)**
Directorate: Employee Health and Wellness Program (EHWP)
- SALARY CENTRE REQUIREMENTS** :
- : R268 584 per annum, (plus service benefits)
 - : Chris Hani Baragwanath Academic Hospital (CHBAH)
 - : Basic R425 qualification (i.e. Diploma /Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Must be registered with the SANC as a Professional Nurse. NIMART trained and experience in management of HIV will be an added advantage. Competencies/ Knowledge/ Skills: Knowledge of HIV/AIDS, DR-TB, and DS-TB, MMC guidelines and policies. Computer literacy. Understanding and knowledge of DHIS of Wed and Tier.net software knowledge of Ideal Hospital Realisation Framework, Batho Pele Principle. Our Values and I Care for You, including 6 Ministerial Priorities.
- DUTIES** :
- : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Ensure effective management of the HAST programme, monitoring, validate and analyse data from DHIS web and Tie.Net software. Improve HIV and TB screening within the hospital. Participate in the planning and organize of World Aids Day, HIV/TB awareness campaigns to improved

case detection and linkage to care. Coordinate monthly and quarterly reports for submission to Sub district and District. Validation, verify and analyse data prior to submission to the next level. Attend Sub district, District and Provincial meetings as required. Ensure teamwork and quality management in the HAST programme. Support and guide nurses on both programme policies and guidelines. Promote quality nursing care as directed by the scope of practice and standard as determined by the relevant health facility. Be able to observe ethics in terms of patient confidentiality. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements, and expectations. Comply with the Performance Management and Development system (contracting, quarterly reviews, and final assessment).

ENQUIRIES : Ms. F. Ndebele Tel No: (011) 933 0138 / 0142
APPLICATIONS : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

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

CLOSING DATE : 27 January 2023

POST 01/303 : **OCCUPATIONAL THERAPY TECHNICIAN (OTT) REF NO: WKH/34/12/2022 (X4 POSTS)**
 Directorate: Occupational Therapy

SALARY : R220 137 per annum, plus benefits. (Salary will be in line with OSD regulations with regards to years of experience after registration)

CENTRE : Weskoppies Hospital
REQUIREMENTS : A minimum of grade 10, certificate as Occupational Therapy Technician or proof of examination with the HPCSA. Proof of CPD compliance. Experience in Mental Health will be an added advantage. Computer literacy will be an added adv advantage. Skills in running a gardening project will be an added advantage. Knowledge and skills of carpentry and upholstery activities will be an added advantage.

- DUTIES** : Implement occupational therapy interventions under supervision of an Occupational Therapist with adult Mental Health Care Users in various settings from restrictive to less restrictive systems. It includes individual and group treatment sessions. The ability to work independently in projects under supervision. It will be required of you to treat MHCU with carpentry / upholstery / gardening activities. Maintain quality assurance measure within the scope of practice in Mental Health. Participate in meetings on patient care within your scope of practice. Partake and implement deinstitutionalize programs. Keep your CPD status complaint.
- ENQUIRIES** : Mrs. H Beetge Tel No: (012) 319 9783
- APPLICATIONS** : Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X 113, Pretoria 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on the most recent Z83 Application for Employment Form as issued by the Minister for the Public Service and Administration, obtainable from the DOH Website and/or any Public Service Department. Use of the old Z83 Form will result in disqualification applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application but must submit the Z83 with a detailed Curriculum Vitae only. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Applicants who do not comply with the requirements outlined above, will not be considered. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply. Note: Males are encouraged to apply.
- CLOSING DATE** : 27 January 2023
- POST 01/304** : **SECRETARY TO CHIEF EXECUTIVE OFFICER REF NO: TDH2022/22**
Directorate: CEO`s Office
- SALARY** : R181 599 per annum, (plus benefits)
- CENTRE** : Tshwane 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 diary 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 MG Mogashoa Tel No: (012) 354-7653

- APPLICATIONS** : All applications should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or hand delivered to Tshwane District Hospital cnr Dr savage road and Steve Biko Road Gezina. No faxed applications will be considered.
- NOTE** : Applications 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. Only shortlisted candidates will be required to submit proof of criminal record 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.
- CLOSING DATE** : 27 January 2023
- POST 01/305** : **SECRETARY CEO'S OFFICE REF NO: PWH/SC-CO/01/2022 (X2 POSTS)**
Directorate: CEO'S Office
- SALARY** : R181 599 (Min) – R213 912 (Max) per annum, plus benefits
CENTRE : Pretoria West District Hospital
REQUIREMENTS : Grade 12 with at least 0-2 year functional experience as a secretary. An appropriate recognized Higher certificate in office management or secretarial studies. Must have good written and verbal communication Skills, with good interpersonal relations. Familiarity with the use of office equipment i.e. photocopier, fax, scanner, Printer and must be computer literate and proficient in the use of MS Office applications, MS Outlook, Excel and Power point. Demonstrate flexibility, versatile, initiative, proactive and working in a multidisciplinary team. Maintain Confidentiality whilst being privy to sensitive information. Must be able to work under pressure and tight deadline.
- DUTIES** : Provide high-level secretarial tasks for the office of the CEO including EXCO offices. Perform secretarial Function such as preparing correspondence, collecting information, and receiving visitors, arranging meetings for the CEO is and for other EXCO offices, scheduling meetings and taking minutes at various scheduled Meetings of the CEO. Maintain confidential files and other material essential for use by the CEO. Ensuring that The CEO is apprised of all appointments and changes as well as matters requiring immediate attention. Answer Telephone Calls and screen complaints and enquiries from the employees, public officials, and the public Addressed to the CEO. Answer routine mail independently and re-route other mails to respective managers. Ensure that the office Of the CEO is functioning when the CEO's PA is on leave.
- ENQUIRIES** : Ms. S.M Monaheng Tel No: (012) 380 1205
APPLICATIONS : Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West NB: Please Sign The Delivery Register or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117: The employer reserves the right to fill or not fill the post.
- NOTE** : People with disabilities are encouraged to apply. Applications must be submitted on a new Z83 form and attach a Copy of CV. Only Shortlisted candidate will be required to submit certified copies of documents. Failure to do so will lead into disqualification. General information: Short-listed candidates must be available for interviews at a Date and time determine by the Pretoria west Hospital.
- CLOSING DATE** : 27 January 2022 at 16:00
- POST 01/306** : **ADMINISTRATION CLERK: COMMUNICATION/REGISTRY REF NO: PWH/AC-CR/01/2022**
Directorate: Hospital Communications
- SALARY** : R181 599 (Min) – R213 912 (Max) per annum (Level 05), plus benefits
CENTRE : Pretoria West District Hospital
REQUIREMENTS : Grade 12 or equivalent; 0-2 years' experience; Must be in possession of a certificate in media \Studies, office administration or equivalent. Added advantage: internship or direct experience in public relations from the public health facility. Other Skills: Ability to read and write. Good interpersonal relation skills. Be prepared to work under pressure. Be computer literate. Ability to work under pressure, ability to communicate in different local languages. Ability to

- Use information technology tools i.e. the computer excels, power point and graphics designs.
- DUTIES** : utilize information technology as a tool to execute and develop memorandums, emails and reports. Complete prompt reports to address complaints, develop or monitor the hospital complaints register, absorb full Duties of public relations officer should the officer not available. Work with quality department for coordination of Reports, flexibility to be allocated to hospital registry and work for mortuary records. Organization of own and be Flexible to accommodate dual reporting position i.e. work with communications officer and as well as admin office. Take care of hospital mortuary equipment and registry equipment. Receive and register hospital mail. Manage different registers for human resources advertisements. Welcome and direct applicants accordingly with clear and accurate directives. Assist with copies for hospital departments.
- ENQUIRIES APPLICATIONS** : Ms B.L. Letlhaku Tel No: (012) 380 1209
: Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West NB: Please Sign The Delivery Register or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117: The employer reserves the right to fill or not fill the post.
- NOTE** : People with disabilities are encouraged to apply. Applications must be submitted on a new Z83 form and attach a Copy of CV. Only Shortlisted candidate will be required to submit certified copies of documents. Failure to do so will lead into disqualification. General information: Short-listed candidates must be available for interviews at a Date and time determine by the Pretoria west Hospital.
- CLOSING DATE** : 27 January 2022 at 16:00
- POST 01/307** : **STAFF NURSE REF NO: TDH2022/23 (X5 POSTS)**
Directorate: Nursing Department
- SALARY CENTRE REQUIREMENTS** : Grade 1: R179 172 – R201 654 per annum, (plus benefits)
: Tshwane District Hospital
: 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.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : Mr TF Budzwa Tel No: (012) 354-7600
: All applications should be sent to: Tshwane District Hospital, Private Bag x179 Pretoria 0001 or hand delivered to Tshwane District Hospital cnr Dr savage road and Steve Biko Road Gezina. No faxed applications will be considered.
- NOTE** : Applications 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. Only shortlisted candidates will be required to submit proof of criminal record 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.
- CLOSING DATE** : 27 January 2023

- POST 01/308** : **DRIVER REF NO: JUB 44/2022**
Directorate: Admin and Logistics
- SALARY** : R128 166 -R150 975 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Grade 10 or equivalent /Grade 12/Senior certificate. A minimum of 1-3 years' experience in driving. Valid drivers' licence with PDP. Basic knowledge of organisational policies and procedures. Client orientation and customer focus. Communication, accountability, and ethical conduct.
- DUTIES** : Collection of food and safety equipment (PPE) for the hospital also to transport patients to the isolation location. Transport patients to and from referral hospital. Transport staff to and from areas of need, collect and deliver mails from regional and central office. Collect and deliver equipment's stock, food, medication, and other items as instructed. Inspect vehicle and report faults to transport officer, timeously, check level of oil, water, fuel, and mileage daily. Promote proper handling, safekeeping and control of vehicles and execute all instruction by the supervisors. Compile logbook for every vehicle used. Adhere to principles stipulated in Government motor transport handbook version 1 of 2019 and perform standby duties (shifts, day, night weekends and holidays)
- ENQUIRIES** : Mr Sebapu MV Tel No: (012) 717 9310
APPLICATIONS : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 27 January 2023, Time: 15:00

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** : 30 January 2023 at 12H00
- NOTE** : Applications must be submitted on a duly New signed Z83 form, comprehensive CV, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS

positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). 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 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.

ERRATUM: Kindly note that the following position advertised on Public Service Vacancy Circular 42 dated 04 November 2022 has been withdrawn: post: Deputy Director: Human Resource Development with Ref No: GPT/2022/11/05, Directorate: Corporate Services. We apologise for the inconvenience

MANAGEMENT ECHELON

POST 01/309 : **DEPUTY DIRECTOR-GENERAL: FINANCIAL GOVERNANCE REF NO: GPT/2023/01/01**
Directorate: Financial Governance

SALARY : R1 590 747 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 : Johannesburg
REQUIREMENTS : An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF Level 8) in Accounting/Financial Management/Auditing or related fields these were major subjects. 8 -10 years of experience at a senior managerial level. Experience in the Public Sector financial environment and engagements with oversight structures at senior management level. Chartered Accounting qualification will be an added advantage.

DUTIES : To promote accountability through substantive reflection of financial activities as well as compliance with financial standards, norms as contained in the Public Finance Management Act. Enforce the effective implementation of accounting practices and prepare accurate consolidated financial statements. Provide advisory services, monitor and enforce compliance with the Public Finance Management Act (PFMA). Manage and provide oversight on provincial audit and risk management services. Provide oversight and management of transversal financial systems. Ensure compliance in the implementation of new provincial automation processes. Effective and efficient identification and management of risk within the Branch. Manage human, physical and financial resources of the Branch.

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

POST 01/310 : **CHIEF DIRECTOR: RISK MANAGEMENT REF NO: GPT/2023/01/02**
Directorate: Financial Governance

SALARY : R1 308 051.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 : Johannesburg
REQUIREMENTS : An undergraduate qualification (NQF Level 7) as recognised by SAQA in Risk Management/ Internal Audit/ Accounting/ Financial Management. 5-10 years of experience at a Senior Management Level in Risk Management or Internal Audit. Knowledge of Public Service policies and Regulations, Skills Development Act and Employment Equity Act.

- DUTIES** : To develop and or identify risk management best practice for use in GPG. Review and update the risk management policy framework and provide focused training to ensure proper implementation. Provide a comprehensive range of support services to Provincial Departments, Municipalities and Trading Entities to build capacity and attain operational excellence in risk management. Provide specific support to address risk issues identified in internal and external audits. Develop the combined assurance framework and the implementation plan thereof. Development of the risk appetite and tolerance levels in public sector. Ensure effective implementation of internal audit standards and frameworks. Develop provincial wide risk register. Ensure effective functioning of audit and risk committees in the province.
- ENQUIRIES** : Ms. B. Mtshizana Tel No: 011 227 9000
- POST 01/311** : **DIRECTOR: POLICY, KNOWLEDGE MANAGEMENT AND GEYODI REF NO: GPT/2023/01/03**
Directorate: Strategy Management and Transformation Program
- SALARY** : R1 105 383.per annum, (all-inclusive package) consist of 70% basic Salary and 30% flexible portion that may be structured in terms of the applicable rules
- CENTRE REQUIREMENTS** : Johannesburg
A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Public Administration or Business Management and related qualification. 5 or more years of experience at Middle/ Senior management. 5 years management experience in policy, planning and research or Public Policy environment in the Public Service.
- DUTIES** : To provide leadership in policy facilitation, knowledge management and GEYODI integration. Management of Policy Coordination functions. Manage the process, procedures, and standards in the development of departmental policy and policy framework. Coordinate development of policies. Management of Research Functions, guide and lead the planning of research initiatives. Management and coordinate Knowledge Management, develop and implement knowledge management framework. Manage gender, youth, women and people with disabilities (GEYODI) transformation programmes and ensure integration into departmental programmes. Manage the Directorate, human resources and performance of the Directorate. Provide regular and adhoc reports on status of function, projects, and implementation of plans. Promote and ensure awareness of departmental policies, knowledge management tools in place and transformation programme of the department.
- ENQUIRIES NOTE** : Ms. B. Mtshizana Tel No: 011 227 9000
The position is earmarked to address employment equity in terms of female appointments at Senior Management level
- POST 01/312** : **DIRECTOR: LEGAL SERVICES REF NO: GPT/2023/01/04**
Directorate: Corporate Services
- SALARY** : R1 105 383.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 LLB degree or four years recognized legal qualification at NQF level 7 as recognised by SAQA. 5 years legal experience at MMS/SMS level. SMS pre-entry certificate. Serve articles. Admitted as an Attorney. Registered with Legal Practice Council. Competencies: Strategic Capability and Leadership skills, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Integrity, Attributes: Good interpersonal relations, Ability to work under pressure, Ability to work in a team and independently, Strong Management skills.
- DUTIES** : The incumbent will be responsible to: Manage the provision of sound and effective legal advice and opinion to the department. Provide litigation and state liability support to the department and other GPG departments. Ensure provision of assistance and advice to management with drafting or formulating of policy, laws and legislation / legal instruments. Manage the negotiation, conclusion of contracts, service level agreements (SLAs) and memoranda of understanding (MOUs). Manage the performance of the Directorate inclusive of human and financial resources. Identify and manage the mitigation of legal risks.
- ENQUIRIES** : Ms. B Mtshizana Tel No: 011 227 9000

NOTE : The position is earmarked to address employment equity in terms of female appointments at Senior Management level

OTHER POSTS

POST 01/313 : **DEPUTY DIRECTOR: MUNICIPAL FISCAL PLANNING AND POLICY REF NO: GPT/2023/01/05**
Directorate: Municipal Finance Management

SALARY : R766 584 per annum, (all-inclusive package) consists of 70% and 75 basic salary and 30% flexible portion that may be structured in terms of the applicable rule.

CENTRE REQUIREMENTS : Johannesburg
: A three-year tertiary qualification (NQF level 07) as recognized by SAQA in Public Finance/ Local Government Finance/ Economics/ Public Administration specialization in Local Government. Minimum of 3 years' experience as junior management level. Minimum of 5 years working experience in fiscal planning and policy/ research/ economics. At least 2 years' experience in the local government or Provincial Treasury MFMA environment. Knowledge of National and GPG Treasury Regulations, PFMA, MFMA, Public Service Act and Regulations. Skills advanced excel, project management, scientific writing, policy analysis, contract management, budget information and budget analysis.

DUTIES : Review and development of new and existing local government finance policies. Liaisons with all internal and external policy and research stakeholders. Research and develop policy development around tax and tariff instruments. Managing the provision of Departmental input into policy and legislative processes of various local government authorities and National public service departments. Compile and present Fiscal and Capital planning alignment implementation information statement rated on/to TMR linked to IDP, SDBIP and BEPP. Co-ordinate, present and participate in the IDP Review and Engagement sessions hosted by COGTA and Gauteng planning Commission engagements with municipalities. Hosting of information-sharing and learning forums such conferences, workshops and consultations relating to the development of relevant sector policies. Undertaking research and the drafting of research reports on issues relating to the local government financial governance and finance policy.

ENQUIRIES : Ms. Khensani Chauke Tel No: (011) 227-9000

POST 01/314 : **BUSINESS INTELLIGENCE DEVELOPER: SYSTEM SUPPORT REF NO: GPT/2023/01/06**
Directorate: Financial Governance

SALARY : R393 711 per annum, (plus benefits)

CENTRE REQUIREMENTS : Johannesburg
: A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Computer Sciences or Information Technology of Informatics or Financial Information Systems or Finance or Statistics, Mathematics related qualification. 3-5 years' experience in database design, data modelling and the normalization of data structures in SQL (Structured Query Language) and writing custom queries, views and triggers and building tools for online analytical processing (OLAP cubes). Knowledge of Server Integration Services (SSIS), Data Validation, Visual Basics & NET. Ability to work independently as well as across teams.

DUTIES : Oversee and manage the reporting of compliance measures and whether applicable laws/ regulations are followed throughout the system development life cycle Oversee and monitor of data actions audit findings and the management of responses. Oversee and monitor the management of internal controls in line with the existing applications. Ensure that the server processes and services continue to run and operate in the most efficient manner. Develop statistical analysis, forecasting, predictive modelling, prescriptive analytics simulation and optimization to discover trends, opportunities and threats. Facilitate optimized and predictive decision-making throughout the value chain. Building, maintaining and optimizing decisioning systems using advances statistical and predictive modelling techniques. Maintain and support data analytics platforms. Manage production environment through building, maintaining and monitoring load processing according to operational level agreements/ Data Engineering (extractions, transformations, loading patterns).

Descriptive analytics (ability to extract insights and trends from data based on requirements). Prepare action plans of continuous data clean-up and integrity project. Continuous improvement of applications to ensure stability, quality reporting and performance optimization. Build and manage the infrastructure (e.g. frameworks, algorithms, models tools and systems). Support existing integration and reporting solutions in the production environment by analyzing problems reported by users and track down their cause through debugging techniques and discussions with other team members. Developing test cases for data monitoring. Manipulating of data using Python. Training of users on new existing BI platforms. Build, leads or participates in the development and implementation of statistical models and sampling plans for application in validation. Designing, developing, testing and maintaining data architectures. Preparing data for descriptive, predictive and prescriptive modelling. Automating repetitive and manual processes related with the data usage.

- ENQUIRIES** : Ms. Tshiamo Sokupha Tel No: (011) 227-9000
- POST 01/315** : **SENIOR BUYER: PROVINCIAL SUPPLY CHAIN MANAGEMENT REF NO: GPT/2023/01/07**
Directorate: Provincial Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum, (plus benefits)
: Johannesburg
: A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Supply Chain Management/ Logistics/ Public Administration or Public Management. 2 – 3 years' experience in procurement as a Buyer or Sourcing administrator. Knowledge of Public service act and regulations, PFMA and PPPFA and their regulations, Batho Pele Principles, basic conditions of employment act, procurement policies and procedures, Knowledge of financial analysis. Good communication skills, project management skills, skills of working in a team, interpersonal relations skills, analytical skills, computer skills, strategic sourcing skills and numeracy skills. Practical procurement experience in Demand Management or Acquisition Management. Demonstrate ability to mobilise cross-functional team for strategic sourcing to execute a sourcing strategy.
- DUTIES** : Analysis of Bid specification to achieve transformation imperatives of Government that seeks to increase BBBEE Preferential Procurement spend from 60% to 70%. Develop project implementation plans and monitor the implementation of allocated tenders. Administer an RFP pack and submit for advertisement of tenders upon approval. Manage the tender procurement cycle time within an average of 90 days. Facilitate the bid evaluation committee and prepare BAC submissions for review within 10 days after completing the evaluations. Obtain at least 85% of employee satisfaction. Manage the performance and development of Buyers/ administrators that report directly to the Senior Buyer and adhere to vacancy rate of 10%.
- ENQUIRIES** : Ms. Ben Diale Tel No: 011 227 9230