

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF E-GOVERNMENT**

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. The candidate must take note of: It is intended to promote representativeness through the filling of this post and the candidature of persons whose promotion/appointment will promote representativeness, will receive preference.

- APPLICATIONS** : Manual applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, or post to P/Bag X112, Marshalltown, 2107 or Applicants can apply online at: <https://professionaljobcentre.gpg.gov.za/>
- CLOSING DATE** : 10 February 2023
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. Applications should consist of (1) a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed CV. Only shortlisted candidates will submit certified documents. General information: Shortlisted candidates must be available for virtual interviews at a date and time determined by e-GOV, candidates preferring physical interviews will travel at own cost. Applicants must note that pre-employment checks and references will be conducted once they are shortlisted and the appointment is also subject to positive outcomes on these checks, which include but are not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Please note that all applicants for Senior Management positions are required to complete the SMS Pre-Entry Programme administered by the National School of Government (NSG). No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/trainingcourse/smspre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. Successful candidates must obtain a positive security clearance. 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. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

MANAGEMENT ECHELON

- POST 03/167** : **CHIEF DIRECTOR: APPLICATIONS (PERMANENT) REF NO: REFS/016005**
Chief Directorate: Applications
- SALARY** : R1 308 051 - R1 563 948 per annum, (all-inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Bachelor's Degree in IT, Computer Science or equivalent NQF level 7 related qualification. At least 10 years' experience in Applications Development and Project Management. 5 years' experience in a Senior Management position, ideally managing an Information Technology service unit. Three or more full project implementation. Vast ICT technical knowledge. Knowledge and understating of ERP business practices and protocols. Excellent communication (writing, speaking and presentation) skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills.

<u>DUTIES</u>	:	People management and empowerment skills. Customer and service delivery orientated. Strategic capability and leadership.
	:	Provide System Application Products solutions support as the transversal system with Gauteng Provincial Government. Work closely with executives in mapping business requirements to the Enterprise Resource Planning team's operations plan. Ensure that the annual performance plan is executed efficiently and effectively and within budget. Input to the development of ICT strategy. To be the liaison between the e-Government Department and to market the usage of the Enterprise Resource Planning solution in the Gauteng Provincial Government. To demonstrate value derived from the investments in applications.
<u>ENQUIRIES</u>	:	Mr. Themba Psungo Tel No: (011) 689 6980
<u>POST 03/168</u>	:	<u>DIRECTOR: APPLICATIONS COMPETENCY CENTRE (PERMANENT) – REF NO: REFS/016006</u> Directorate: Information Communication Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 105 383 - R1 302 102 per annum, (all-inclusive package)
	:	Johannesburg
	:	Bachelor's Degree in IT or equivalent NQF level 7 related qualification. At least 10 years ERP experience. At least 5 years at middle management level. Three or more full project implementation. ICT technical knowledge. Communication skills.
<u>DUTIES</u>	:	Provide support of the SAP authorization function. Provide support of the SAP Finance and Cost Control (FI/CO) and PTP solution. Provide support of the SAP CRM and HRM solution. Provide support and maintenance of the SAP technical infrastructure. Ensure development of new user application requirements, enhancements and reports Work closely with executives in mapping business requirements to the ERP teams' operations plan. To manage the ERP team's strategy and operations plan. To ensure that the Operations Plan is executed efficiently and effectively and within budget. To be the liaison between the E-GOV and SAP. To market the usage of the ERP solution in the GPG. To plan the projects that the ERP team should undertake and ensure that the project plans are efficiently executed.
<u>ENQUIRIES</u>	:	Mr. Themba Psungo Tel No: (011) 689 6980
<u>POST 03/169</u>	:	<u>DIRECTOR: PROJECT MANAGEMENT PROGRAMME (PERMANENT) – REF NO: REFS/016007</u> Directorate: Programme Management Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 105 383 - R1 302 102 per annum, (all-inclusive package)
	:	Johannesburg
	:	NQF level 7 qualification in Business Management or Information Technology. At least 5 years experience at middle management level. Vast knowledge of project management principles and methodologies. Proven record of full project implementation. Excellent communication (writing, speaking and presentation) skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills. People management and empowerment skills. Customer and service delivery orientated. Strategic capability and leadership.
<u>DUTIES</u>	:	Design and create programme management strategy and methodology. Ensure effective programme office planning. Manage programme office risks and problems, including the development of contingency strategies. Manage, monitor and evaluate programmes and projects that reside within the programme office in terms of overall cost, time scope, quality, and risk and business benefits.
<u>ENQUIRIES</u>	:	Mr. Themba Psungo Tel No: (011) 689 6980
<u>POST 03/170</u>	:	<u>DIRECTOR: e-SERVICES SPECIALIST (PERMANENT) REF NO: REFS/016008</u> Directorate: e-Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 105 383 - R1 302 102 per annum, (all-inclusive package)
	:	Johannesburg
	:	NQF Level 7 Bachelor's Degree in Management Science. At least 5 years experience at middle management level in the related ICT field Knowledge of the principles of strategic business decision making ICT technical knowledge.

- Knowledge and understating of ICT processes. Excellent communication (writing, speaking and presentation) skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills. People management and empowerment skills. Customer and service delivery orientated. Strategic capability and leadership.
- DUTIES** : Coordinate and have oversight of the shared components identified in the E-government Blueprint. Ensure the establishment and oversight of the security, privacy and authentication policies, SLA management to ensure optimum service uptime and employing ICT to automate key processes and services. Ensure creation and formulation of a risk management plan, including mitigation plans and intervention strategies. Ensure planning of the overall scope, timelines and quality standards of e-government projects. Establish and oversee security, privacy and authentication policies for e-government. Ensure a Develop and implement a coordinated GPG ISAD Plan.
- ENQUIRIES** : Mr. Themba Psungo Tel No: (011) 689 6980
- POST 03/171** : **DIRECTOR: HUMAN RESOURCE MANAGEMENT (PERMANENT) REF NO: REFS/016009**
Directorate: Human Resource Management
- SALARY** : R1 105 383 - R1 302 102 per annum, (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Degree in Human Resources Management or related (NQF level7) in HRM. A minimum of 5 years' experience in HRM, in middle management level. Public Sector HR experience is advantageous. Knowledge of SAP and Transversal systems. The ideal candidate should have strong strategic agility, coupled with change management and analytical skills. Excellent communication (writing, speaking and presentation) skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills. People management and empowerment skills. Customer and service delivery orientated.
- DUTIES** : Develop and implement HR strategies, plans and initiatives aligned with the overall business strategy. Support current and future business needs through the development, engagement, motivation and preservation of human capital. Develop and monitor overall HR strategies, systems, tactics and procedures across the organization. Be responsible for management of employee relations by addressing disputes, grievances or other issues. Manage the recruitment and selection process. Manage, facilitate and oversee performance management and development programmes. Provide human resource administration to the department. Provide employee health & wellness programmes within the department. Provide strategic direction and lead on HR operations to the Internal Human Resource unit. Manage all resources including budget in terms of PFMA. Ensure legislative compliance. Develop, service and maintain SLA's and LOE's with e-Gov. Business Units.
- ENQUIRIES** : Mr. Themba Psungo Tel No: (011) 689 6980
- POST 03/172** : **DIRECTOR: LEGAL SERVICES (PERMANENT) REF NO: REFS/016010**
Directorate: Legal Services
- SALARY** : R1 105 383 - R1 302 102 per annum, (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Bachelor of Laws or equivalent NQF level 7 related qualification. Must be and admitted attorney. At least 5 years' experience middle management experience in a law environment. In-depth understanding and application of legislation. Proven record of contract management and arbitration. Knowledge and understanding of procurement and supply chain management. Excellent communication (writing, speaking and presentation) skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills. People management and empowerment skills. Customer and service delivery orientated. Strategic capability and leadership.
- DUTIES** : Render an effective legal advice service in the Department. Prepare all agreements/contracts that are legally sound and that are compliant with existing legislation and policies. Draft and provide general and specific legal advice and opinions. Attend to and manage all legal correspondences. Manage and co-ordinate all litigation issues. Compiling briefs to external legal consultants, State Attorneys, and counsel and managing the progress of matters and the inputs received. Ensuring that the administrative and

contractual decisions of the department are compliant with governing legislation and to render advice on the impact of any new legislative requirements. Drafting of commercial contracts including contract templates and guidelines. Resolving legal disputes. Plan, gather evidence and prepare for representing the E-GOV at arbitration and mediation hearings and in a court of law. Remaining up to date with legal developments in the realm of contract law.

ENQUIRIES : Mr. Themba Psungo Tel No: (011) 689 6980

POST 03/173 : **DIRECTOR: SECURITY AND AUXILIARY SERVICES MANAGEMENT (PERMANENT) REF NO: REFS/016011**
Directorate: Security and Auxiliary Services Management

SALARY CENTRE REQUIREMENTS : R1 105 383 - R1 302 102 per annum, (all-inclusive package)
: Johannesburg
: NQF Level 7 qualification applicable to Safety and Security Management, Facility/ Logistics Management or equivalent. NIA Security Management Courses. At least 5 years' experience middle management experience within the security management field. Knowledge and understanding of Security Services Regulations, PFMA, and OHS standards. Excellent communication (writing, speaking and presentation) skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills. People management and empowerment skills. Customer and service delivery orientated. Strategic capability and leadership. SMS pre-entry Certificate is a requirement.

DUTIES : Manage and direct the development, implementation and evaluation of the departments' security program and risk minimization programs to ensure a secure facility, physical security and security of assets, computer systems and a secure environment for the staff. Develop and implement physical security and procedures. Provide and manage physical and personnel security operations. Manage the implementation of OHS Program, Fire Safety and Contingency Plan. Develop and implement document personnel & communications security policies and procedures. Develop, implement and manage document classification and protection program. Ensure educational security (security awareness. Develop, implement and manage security screening and vetting process. Establish, implement and manage security policy, administrative and organizational functions as per security requirements.

ENQUIRIES : Mr. Themba Psungo Tel No: (011) 689 6980

POST 03/174 : **DIRECTOR: MONITORING AND EVALUATION (PERMANENT) REF NO: REFS/016012**
Directorate: Monitoring and Evaluation

SALARY CENTRE REQUIREMENTS : R1 105 383 - R1 302 102 per annum, (all-inclusive package)
: Johannesburg
: An undergraduate degree (NQF 7 as recognized by SAQA) in Policy and Management, Public Management, NQF 7 Bachelor's Degree in Public Administration, Monitoring and Evaluation Or related field. At least five (5) years' experience in monitoring and evaluation within the public sector at middle/senior management (Deputy Director Level). In-depth knowledge of outcome-based, monitoring, reporting, evaluation, and programme/project management. Knowledge of quantitative and qualitative research design and methodologies. SMS pre-entry Certificate is a requirement.

DUTIES : Responsible for the overall reporting requirements on the development and implementation of operational plans through the evaluation of all departmental monthly and quarterly progress reports. The role analyses and directs each business unit's performance statistics against set forecasts and targets. It provides variance analysis and variance reports, assuming the delegated responsibility of the Chief Operations Office for forecasting and periodical strategic review and analysis as required. The role provides an advisory role to the executive team on interventions to address the failure to meet targets as applied and outlined in the annual operational plans. The role is further responsible for the management of business continuity and the identification and prioritisation of potential risks in the respective business unit.

ENQUIRIES : Mr. Themba Psungo Tel No: (011) 689 6980

POST 03/175 : **DIRECTOR: EMPLOYEE EXITS (PERMANENT) REF NO: REFS/016013**
Directorate: Human Resource Administration

SALARY : R1 105 383 - R1 302 102 per annum, (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : NQF level 7 qualification in Human Resources Management, Psychology, industrial relations or related. At least 5 years' experience in middle management role relating to human resources management. HR experience in public sector will be advantageous. In-depth understanding of PERSAL and BAS systems. Excellent communication (writing, speaking and presentation) skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills. People management and empowerment skills. Customer and service delivery orientated. Strategic capability and leadership.

DUTIES : Administer all human resource conditions of service for the GPG. Render a responsive and affective recruitment processing service to the GPG. Administer employee termination of service in the GPG. Provide Strategic direction and operational leadership to the service unit. Maintain and ensure compliance with SLAs by the service unit. Manage all resources, including the Budget, in terms of the PFMA and other applicable regulatory frameworks. Ensure unit performance reporting on SLAs as per set standards. Ensure continuous improvement of services rendered by the service unit. Ensure continuous improvement of terminations systems and processes.

ENQUIRIES : Mr. Themba Psungo, Tel: (011) 689 6980

POST 03/176 : **DIRECTOR: PAYROLL SERVICES (PERMANENT) REF NO: REFS/016014**
Directorate: Payroll Services

SALARY : R1 105 383 - R1 302 102 per annum, (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : NQF level 7 qualification in Financial Management or related. At least 5 years' experience in middle management role relating to human resources management. HR experience in public sector will be advantageous. In-depth understanding of PERSAL and BAS systems. Excellent communication (writing, speaking and presentation) skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills. People management and empowerment skills. Customer and service delivery orientated. Strategic capability and leadership.

DUTIES : Render an administrative support and advisory function to GPG SMS & MMS members, Premier and MEC's on salaries and conditions of service and benefits. Ensure that all SMS and MMS Reward & Retain applications are processed timeously and accurately. Process termination applications for SMS, MMS and Provincial Executive Members. Ensure that BAS and PERSAL system are continuous updated. Ensure the reconciliation of payroll systems. Link payroll administration policies and procedures to Departmental Finance policies and procedures. Provide advice to SMS and MMS members on structuring of salary packages. Resolve SMS queries relating salary and taxes.

ENQUIRIES : Mr. Themba Psungo Tel No: (011) 689 6980

POST 03/177 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT (PERMANENT) REF NO: REFS/016015**
Directorate: Supply Chain Management

SALARY : R1 105 383 - R1 302 102 per annum, (all-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : NQF level 7 qualification recognized by SAQA in Supply Chain Management/Logistics/Finance. A minimum of 5 years' experience in a middle management role in relation to Supply Chain Management or Finance/Commerce Vast experience in a Procurement environment is essential. Understanding the public-sector supply chain management and related legislations would be an added advantage. Knowledge and understanding of the PFMA, PPPFA and all other Treasury guidelines. In-depth understanding, application of financial, and procurement management systems within the government sector. Excellent communication (writing, speaking and presentation) skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills. People management and empowerment skills. Customer and service delivery orientated. Strategic capability and leadership.

DUTIES : Lead and manage the Supply Chain Management directorate the directorate is responsible for Demand Management, Acquisition Management, Logistics and Disposal Management and Asset Management of the department of e-Government. Develop and sustain a centre of excellence capacity in the area of demand planning and demand management. Effectively guide and direct duties in respect of demand management; acquisition management including applying preferential policy objectives, determining market strategy, applying total cost of ownership or life cycle costing principles, compiling bid documentation, tabling recommendations, and obtaining approval for award of contracts, undertaking contract administration and gathering performance information. Maintenance of the assets register for the department, management and control of assets, preparation of financial and non-financial reports, managing the receiving and distribution of materials and inventories, expediting orders, transport management, supplier performance management, redundant materials management, crafting strategy to dispose and physical disposals. To guide and manage SCM committees' secretarial functions and ensure adequate record-keeping of associated documentation.

ENQUIRIES : Mr. Themba Psungo Tel No: (011) 689 6980

POST 03/178 : **PROJECT MANAGER: BROADBAND NETWORK REF NO: REFS/016016**
Directorate: Information Communication Technology
(3 Year Contract)

SALARY CENTRE REQUIREMENTS : DPSA Hourly Consultant Fees
: Johannesburg
: A Degree in Business Management/Information Technology or equivalent NQF level 7 qualification. Certification in Agile Project Management or Prince II or PMBOK. Minimum of 5 years at a middle management level in project management. At least 3 years' project management experience in Broadband implementation; telecommunication and fiber optic network infrastructures.

DUTIES : Support organizational strategic priorities by applying strong business and project management skills across the entire lifecycle, from business case to project planning to execution and closing of a project within the programme. Financial management for Gauteng Broadband Management. Oversee, guide, and monitor institutional Project management governance. Oversee Project Portfolio tracking, monitoring & reporting. Oversee Key Responsibility Areas Managing Project and Programme Delivery. Managing Gauteng Broadband Network Project and Programme Governance. Managing Programme Communications and Change Management. Managing Internal & external Stakeholders within the Inter-Governmental Programmes and initiatives. Project Management Team Leadership. Project Tracking, Compile submissions and reports Essential functions include assisting with public-private partnerships to extend broadband access in Gauteng. Providing technical advice to a variety of partners and stakeholders including government, telecommunication and fiber optic networks; broadband service providers; citizens, etc. to strategically design telecommunication plans and identify opportunities and resources for deployment. The incumbent will drive project communication and change management strategy. Required skills includes motivation, delegation, negotiations, conflict resolution, change management, decision making, planning and organizing, controlling, human resources management, accountability, risk identification, leadership and budget management.

ENQUIRIES : Mr. Themba Psungo Tel No: (011) 689 6980

GAUTENG INFRASTRUCTURE FINANCING AGENCY

APPLICATIONS : To apply for the position, please apply online at <http://professionaljobcentre.gpg.gov.za>. Only online applications will be considered.

CLOSING DATE : 10 February 2023

NOTE : Applications must be submitted on a new signed Z83 form obtainable from any public service department or on the internet at www.dpsa.gov.za/documents. A recently updated comprehensive CV should accompany the Z83 form, together with the contact details of three contactable references, that is, 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. Short-listed candidates will be

contacted by HRM to submit certified documents and must be available for interviews at a date and time determined by the Gauteng Infrastructure Financing Agency. Suitable candidates will be subjected to personnel suitability checks, that is, criminal record, citizen verification, credit record checks, qualification and employment verification. Confirmation of final appointment will be subject to a positive security clearance. All non-South African citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date and those applications that do not comply with the requirements of the post will be disqualified.

OTHER POST

<u>POST 03/179</u>	:	<u>ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: REFS/015780</u> Directorate: Corporate Services (12 Month Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711.per annum, plus 37% benefits Sandton (Johannesburg) Matric and appropriate Bachelor's Degree/Advanced Diploma in Operations Management, Facilities Management, Public Administration, Management or Security Management (SAQA NQF Level 7). 3-5 years supervisory level experience in a similar environment within the public or private sector, in an Auxiliary Services and Facilities Management environment. Driver's license.
<u>DUTIES</u>	:	Contribute to the development, and oversee the implementation and refinement of the GIFA's work Environment Management Strategy, Operational plan, policies, processes and procedures. Coordinate the provision of security services for GIFA. Coordinate the provision of Auxiliary Services within GIFA. Manage Facilities in line with the Occupational Health and Safety Act. Ensure that the working environment conforms to the requirements of Occupational Health and Safety (OHS) Act. Coordinate and control the provision of an optimal working environment that is conducive to delivery of the GIFA's mandate in line with the allocated budget. Ensure the implementation of records management. Manage the Work Environment function and deliver appropriate resources, governance, risk and compliance management practices-while ensuring that all aspects of work reflect a focus on sound ethics, good governance, risk management and compliance.
<u>ENQUIRIES</u>	:	Ms. Albertina Tshisikule Tel No: 011 290 6600/06

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.

ERRATUM: Kindly note that the post of Medical Specialist Grade 1 (X1 Post) Paediatrics (General Paediatric Wards) for **Chris Hani Baragwanath Academic Hospital** with Ref No: REFS/ 015800 (X1 Post) advertised in the Public Service Vacancy Circular 02 dated 20 January 2023, the post number has been amended as follows: (X2 Posts). The Medical Specialist Grade 1 (X1 Post) Paediatrics (Neonatology) with Ref No: REFS/015801 (X1 Post) advertised on the Public Service Vacancy Circular 02 dated 20 January 2023 the post number has been amended as follows: (X2 Posts). The Material Recording Officer Level 05 (X3 Posts) Supply Chain Management with Ref No: CHBAH 609 (X3 Posts) advertised on the Public Service Vacancy Circular 02 dated 20 January 2023 the post name has been amended as follows: Material Recording Clerk Level 05 (X3 Posts). We apologise for the inconvenience caused. **Weskoppies Hospital**. Kindly note that the following post was advertised in Public Service Vacancy Circular 01 dated 13 January 2023, the salary has been amended as follows: Post: Operational Manager Nursing PNA-5/PNB-3: (General/Specialty) X2 – WKH/31/12/2022. Salary: General: R464 466 (PNA-5) per annum plus benefits Or Specialty: R588 378 (PNB-3) per annum plus benefits (Salary will be in line with OSD regulations with regards to years of experience after registration) (The closing date has been extended to 10 February 2023)

OTHER POSTS

- POST 03/180** : **MEDICAL SPECIALIST FELLOW REF NO: REFS/015959**
Directorate: Internal Medicine – Gastroenterology
(Fixed two years' contract)
- SALARY** : R1 156 308 per annum, (all-inclusive package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as a Specialist in Internal Medicine. Registration with the HPCSA as Medical Specialist in Internal Medicine and current registration. No experience required after registration with the HPCSA as a Medical Specialist in Internal Medicine. Skills: Patient first mentality, General management skills, Excellent communication skills, Good Professional judgement, integrity and professional dependability, Leadership experience, Conflict management, Cost-containment, Management training and experience, Technology and Computer skills, Problem-solving experience, Coaching and mentoring experience. The following will be an added advantage: candidates with experience in teaching and research.
- DUTIES** : As a trainee/fellow in Internal Medicine, gastroenterology, the candidate will be expected to rotate between working both in General Internal Medicine and Medical gastroenterology. In General, Internal medicine, the candidate will be responsible for the clinical management of general medical patients within any of the Wits affiliated training hospitals. They will supervise community service medical officers, junior registrars and interns and liaise with their senior consultants daily regarding this. They will be required to perform and teach diagnostic and therapeutic procedures concordant with a senior medical registrars training in this regard. Training as a fellow will be defined as per HPCSA and the CMSA requirements for the sub speciality gastroenterology. Other clinical duties will include managing patients at MOPD, managing patients attending the Subspecialty OPD and/or Speciality Ward Consultations. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff. To be actively involved in research, management and administrative aspects of the unit, department and the hospital. Candidate will be required to be registered with the university and the HPCSA yearly as a fellow in gastroenterology. Will be a joint appointment with Wits University and be involved in teaching, research for undergraduates and postgraduates. Academic: Performance of research within the department. Supervision of research within the department and/or MMed.
- ENQUIRIES** : Prof A. Mahomed Tel No: 011 488 4649/3564
APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address: Medicalhr.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.
- NOTE** : Please note that the salary will be adjusted according to years of experience as per OSD policy. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign

qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Males and Indian Females are encouraged to apply.

- CLOSING DATE** : 10 February 2023
- POST 03/181** : **MEDICAL SPECIALIST – GENERAL SURGERY GRADE 1-3 REF NO: FERH/MED01-2023 (X2 POSTS)**
Directorate: Medical
- SALARY** : R1 156 308 - R1 227 255 per annum, all-inclusive package
R1 322 100 - R1 403 235 per annum, all-inclusive package
R1 534 356 - R1 918 284 per annum, all-inclusive package
- CENTRE** : Far East Rand Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration as a Medical Specialist with HPCSA. Must be annually registered with HPCSA for April 2022/March 2023 as FCS (SA) specialist. Experience in public sector general surgery with competencies in managing all surgical cases will be an added advantage.
- DUTIES** : Supervising the management of and managing patients with surgical diseases and performing and supervising appropriate surgical cases. Teaching and training of interns, medical officers, registrars undergraduate teaching during ward rounds and theatre sessions at Far East Rand Hospital. Engaging with surgical staff and management at cluster hospitals. Provision of comprehensive clinical surgery services for the patients at Far East Rand Hospital. Ability to manage a team of junior and senior doctors. Provision of undergraduate and postgraduate medical student teaching, provision of supervision and training to medical registrars and Fellow in General Surgery. Do administrative duties within the department. Coordinating the logistics and obtaining equipment and pharmaceuticals. Ability to establish excellent working relationship with anaesthetic team, emergency unit, ward nursing team. Skillset to manage emergency general surgery patients, including laparoscopic skills. Good leadership skill, excellent communication (verbal & 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 legislations, policies and procedure pertaining to health care users. Computer literacy, ability to initiate and research required. Appointed candidate will be expected to strengthen the Regional and District health systems by providing outreach programmes. Be a role model to 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 Clinical Manager. Maintain quality assurance standards and other departmental policies. To assist in teaching programmes of both undergraduates and postgraduates. Attend meetings and training as approved by clinical manager. Comply with Performance Management and Development System (contracting, quarterly review and final assessment)
- ENQUIRIES** : Dr PS Lobo Tel No: 011 812 8546
- APPLICATIONS** : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. The communication from the HR department of the institution regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's

responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

CLOSING DATE

: 10 February 2023

POST 03/182

: **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/015987 (X1 POST)**

Directorate: Cardiology
(Three (3) year training Fellowship in Cardiology, and the candidate will be expected to write the Certificate in Cardiology)

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 normal speciality. Registration with the HPCSA as a Medical Specialist. Experience in the public sector would be an advantage. This experience should be in terms of clinical service provision, teaching, and research. 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

: Prof MR Nethononda Tel No: (011) 933 8197

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, service certificate 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

: 10 February 2023

POST 03/183

: **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/015988 (X2 POSTS)**
Directorate: Orthopaedic Surgery

SALARY CENTRE REQUIREMENTS

: R1 156 308 per annum, (all inclusive)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Appropriate qualification that allow registration with HPCSA as Medical Specialist. HPCSA registration as Medical Specialist in Orthopaedic Surgery. No experience required. Competence/Knowledge/Skills: 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 as an orthopaedic surgeon and under pressure and beyond normal working hours and work with diverse team. The ability to work in a multi-disciplinary team.

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 registrars, medical officers, interns, and nurses. Provide after – hours consultant duties and other general orthopaedic duties as required. Ensure the proper and economical use of equipment and other resources an 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; to participate in all divisional, departmental and faculty meetings to facilitate effective teaching and research as well as to enhance continuing professional development; to maintain quality assurance standards and other departmental policies. Attend meetings and training as approved by Head of Department. Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment).

ENQUIRIES APPLICATIONS

: Prof Ramokgopa Tel No: (011) 933 8914
: 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, service certificate 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** : 10 February 2023
- POST 03/184** : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/016000 (X1 POST)**
Directorate: Intensive Care Unit (Paediatrics)
- 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 Paediatrics. HPCSA registration as Medical Specialist. Experience in Critical Care in an accredited Intensive Care unit will be added advantage. Competence/Knowledge/Skills: 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 a diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to health care users. Computer Literacy. Experience in the public sector would be an advantage. Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with other departments.
- DUTIES** : Administrative duties within the Department of Intensive Care. Delivery of clinical services to critically ill paediatric patients. Foster and co-ordinate a multidisciplinary approach to the management of critically ill patients. Co-ordinating logistics of ordering and obtaining equipment and pharmaceuticals Involvement in hospital committees and liaison with other departments within the hospital. Participate in the functions of the Critical Care Society of Southern Africa that governs the development and management of Intensive Care in South Africa. Staff training theoretical and skills performance of junior doctors and allied medical disciplines at Tertiary and referring hospitals. Development and ongoing provision of undergraduate and postgraduate teaching and assessment. Policy development and implementation. Provision of clinical support and outreach programs. To participate, support and promote research relevant to Critical Care Medicine. Ability to initiate and conduct research will be an advantage. 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. 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/HOD. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment.
- ENQUIRIES** : Prof Mathivha Tel No: (011) 933 0270

- 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, service certificate 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** : 10 February 2023
- POST 03/185** : **MEDICAL SPECIALIST REF NO: SBAH 006/2023 (X1 POST)**
Directorate: Plastic Surgery
- SALARY** : Grade 1: R1 156 308 per annum, plus benefits
Grade 2: R1 322 100 per annum, plus benefits
Grade 3: R1 534 356 per annum, plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : MBChB, MMed (Surg) or FCS (SA). A valid registration with the HPCSA as an independent Medical Practitioner. Oncoplastic breast reconstruction skills.
- DUTIES** : Plastic and Reconstructive Surgery case load management including surgical clinics, wards and theatre. The incumbent must be willing to render services at SBAH, Kalafong and Tembisa Hospitals. This appointment is on a joint Gauteng Department of Health and University of Pretoria medical establishment and thus the incumbent will have teaching and training duties involving undergraduate and postgraduate students and trainees in all the University of Pretoria Training platform hospitals. Furthermore all academic appointees are expected to engage in active research. A research degree will be a definite advantage.
- ENQUIRIES** : Prof N.Y Chauke-Malinga Tel No: 012 354 1666
- APPLICATIONS** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at

www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

- CLOSING DATE** : 10 February 2023
- POST 03/186** : **PRINCIPAL CLINICAL PSYCHOLOGIST GRADE 1 REF NO: REFS/015990 (X1 POST)**
Directorate: Psychiatry
- SALARY CENTRE REQUIREMENTS** : R1 071 918 per annum, (all-inclusive package)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: The candidate must have a master's degree in Clinical Psychology and registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist with a relevant registration category (i.e clinical). Minimum of three (3) years' experience after registration with the HPCSA as a Psychologist. Experience in the use and supervision of various psychometric assessments as well as supervision experience of other Psychologists in these psychometric assessments. Must have clinical and didactic teaching experience. Must be computer literate. Leadership and management experience/knowledge will be added advantage. Please note this position is a Joint Appointee position which means that you would be involved with teaching and training within the Psychiatry Department (Wits University)
Competence/Knowledge/Skills: Sound clinical knowledge regarding Clinical Psychology diagnostic assessment and treatment procedures. Knowledge and the ability to administer and interpret psychological tests. Ability to lead, manage and function in a multi-disciplinary team. Excellent Communication and interpersonal relationship skills. Quality Assurance and Improvement. Problem solving skills. Planning and organising. Offer outreach services.
- DUTIES** : As the Head of the Psychology Unit, the candidate will be responsible to plan, manage and oversee psychological services in the institution. S/he will also provide a clinical service within the team as well as at times offer staff support. The candidate will be a Joint Appointee of the Department of Psychiatry, University of the Witwatersrand. They will also be responsible for supervision, teaching and training of psychology interns, community service and permanent psychologists as well as undergrad and post graduate students. Will be involved in promoting, conducting and supervising research projects. The candidate will serve on various hospital and university committees. The candidate will also collaborate with relevant organisations and stakeholders.
- ENQUIRIES APPLICATIONS** : Dr Talatala Tel No: 011 933 9239
: 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, service certificate 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** : 10 February 2023
- POST 03/187** : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: REFS/015993**
Directorate: Pharmacy
- SALARY CENTRE REQUIREMENTS** : R938 748 per annum, (all-inclusive remuneration package)
: Kalafong Provincial Tertiary Hospital
: Basic qualification accredited with the South African Pharmacy Council (SAPC), i.e. Pharmacy Bachelor Degree / Equivalent that allows registration with SAPC as a Pharmacist. A minimum of seven (7) years working experience after registration as a Pharmacist. Do you have a Proof of current registration with SAPC? In depth knowledge of the National Drug Policy and all legislation pertinent to pharmacy (Essential Medicine List and standard treatment guidelines), PFMA and government regulations, policies and Acts. Knowledge of HR, Finance and Supply Chain. Computer literacy. Appropriate theoretical and clinical knowledge. Conflict and disciplinary management, sound organization, planning and decision making abilities.
- DUTIES** : Overall management of pharmaceutical services, staff and Medical consumables. Ensure proper selection and procurement of drugs for the hospital. Advice management on pharmaceutical issues, assist in the development of the annual pharmaceutical budget, sound knowledge of the allocated budget inclusive of grants, ensure availability and accessibility of EDL including ARV's. Ensure that all performance indicators are monitored and reported upon. Develop and manage relevant SOP including those that promote medicine rationale use. Coordinate and development of pharmacy personnel. Maintain quality standards and all departmental policies. Be part of the provincial pharmaceutical management team and other relevant bodies. Report on medicine availability and out of stock items. Performance Management and Development System. Attendance and feedback of allocated meetings.
- ENQUIRIES APPLICATIONS** : Dr. E.H.L Mpshe Tel No: (012) 318 6501
: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualify. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not

be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department
10 February 2023

CLOSING DATE

POST 03/188

MEDICAL OFFICER: REF NO: REFS/016001
Directorate: Family Medicine

SALARY
CENTRE
REQUIREMENTS

R858 528 per annum, (all inclusive)
Kalafong Provincial Tertiary Hospital
MBCbB registration with the HPCSA as an Independent Medical Practitioner. Experience with HIV patients, acute psychiatric patients and in primary care and or Emergency Unit. Basic Life Support Certificate. The following certificates will be an added advantage: Advanced Cardiac Life Support (ACLS), Paediatric Advance Life Support (PALS) and Advanced Trauma Life Support (ATLC) and previously worked in Family Medicine or Primary Health Care facility.

DUTIES

The successful candidate will be responsible for the rendering of clinical services in Family Medicine, which includes after-hours work (weekdays and weekends) in Emergency Unit. Clinical guidance of nurses, community service doctors and interns. Accompaniment and clinical guidance of medical students and clinical associates. Assist with logistic arrangements including waiting times in the Unit. Participation in the academic programme of the department of Family Medicine.

ENQUIRIES
APPLICATIONS

Dr. O.M Maphasha Tel No: (012) 373 1018
Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

NOTE

Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE

10 February 2023

POST 03/189

MEDICAL OFFICER GRADE 1 REF NO: REFS/015991 (X5 POSTS)
Directorate: obstetrics and gynaecology

SALARY
CENTRE
REQUIREMENTS

R858 528 per annum, (all-inclusive package)
Chris Hani Baragwanath Academic Hospital
Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, Registration with the HPCSA as Medical Practitioner, no experience required.

DUTIES

The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns, and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings, and completing MEDICO Legal Documents timeously (e.g., Death certificate). Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (Norms and Standards). Participating in all activities of the discipline in relation to teaching and research. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend, and

public holiday) duties to provide continuous uninterrupted care of patients. Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment).

ENQUIRIES
APPLICATIONS

: Prof Y. Adam Tel No: (011) 933 8156
: 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, service certificate 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

: 10 February 2023

POST 03/190

: **MEDICAL OFFICER REF NO: TDHS/A/2023/01 (X2 POSTS)**
Directorate: Hast

SALARY
CENTRE
REQUIREMENTS

: Grade 1: R858 528 – R1 424 268 per annum
: Tshwane District Health Services
: MBChB Degree. Registration with Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of 3 years as Medical Practitioner after registration with the HPCSA. 5 years' experience in management and capacity building, training in the prevention treatment and care of HIV/AIDS, STI and TB. Other Skills / Requirements: Management of HIV/AIDS, STI and TB in prevention, treatment and Care of HIV/AIDS, STI and TB. Practical experience in providing mentorship in paediatric care treatment programmes. In depth knowledge of Tier.net application in clinical management. Experience in health system strengthening will be an added advantage. Computer literacy (MS Word, Excel, PowerPoint) etc. Communication skill (verbal and written). A valid driver's license.

DUTIES

: Provide clinical leadership and guidance for the implementation of HIV/AIDS, STI and TB. Provide expertise in areas of all sub-programmes of HAST, i.e. ART, TB, HTS, STIs and Medical Male Circumcision. Participate in the strengthening of comprehensive HIV/AIDS, STI and TB care and treatment

services in health facilities. Build staff capacity to improve treatment outcome. Guide HIV/AIDS programmes in selecting appropriate and innovative intervention for HIV care and treatment. Monitoring tests according to national and international standards. Ensure that HAST provincial managers are kept abreast with innovation, latest development and evidence-based trends in research and good practices in the field of HIV/AIDS, STI and TB. Provide regular updates to HAST provincial managers on innovation. Attend meetings and workshops.

- ENQUIRIES** : Ms. Maswikana Sithole Tel No: (012) 451 9022 / 9154
- APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, corner of Lilian Ngoyi and Pretorius Streets, Pretoria. Application box at 1st floor in the reception area.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae (only). Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical 104 surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 10 February 2023
- POST 03/191** : **OPERATIONAL MANAGER NURSING (PN-B3): PRIMARY HEALTH CARE**
REF NO: TDHS/A/2023/02
Directorate: Tshwane District Health Services
- SALARY** : R588 378 per annum
- CENTRE** : Sokhulumi Clinic
- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice R425 (Degree or Diploma in Nursing). Post basic qualification in terms of Government Notice R48 with a duration of at least 1 year in Curative Skills in Primary Health Care (Clinical Nursing Science, Health Assessment, Treatment and Care) accredited with the SANC. Current registration with South African Nursing Council essential. An additional qualification in Nursing Administration/Management will be an added advantage. A minimum of nine (9) years appropriate and recognizable experience in nursing post registration as a professional nurse. At least (5) years of the period referred above should be after obtaining a 1-year Post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Knowledge of the application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of Batho Pele Principles, Patients' Rights Charter, and quality assurance system. Ability to communicate verbally and written. Good people management and presentations skills. Good communication (verbal and written), interpersonal, social mobilisation, networking, and financial management as well as Computer skills, report writing and presentation skills. Valid Driver's license is essential.
- DUTIES** : Demonstrate knowledge of legislation relevant to health care services. Management of the facility by providing comprehensive Primary Health Care services to the communities. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele Principles, Patients' Rights Charter. Provide administrative services, as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Use of technology to communicate (i.e., analyse data, documents, compile necessary reports, identify gaps and take remedial steps as well as overall Monitoring & Evaluation. Manage Primary health Care services. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services. Oversee, implement, and sustain Ideal Health Facility Realization programme.
- ENQUIRIES** : Mr Harries Thaba at 063 609 6558 during office hours only (08h00-16h00)

- APPLICATIONS** : Documents must be submitted to First Floor Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0001
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae (only). Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical 104 surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date
- CLOSING DATE** : 10 February 2023
- POST 03/192** : **OPERATIONAL MANAGER NURSING (PN-B3): PRIMARY HEALTH CARE REF NO: TDHS/A/2023/03**
Directorate: Tshwane District Health Services
- SALARY** : R588 378 per annum, excluding benefits
- CENTRE** : Ekangala Clinic
- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice R425 (Degree or Diploma in Nursing). Post basic qualification in terms of Government Notice R48 with a duration of at least 1 year in Curative Skills in Primary Health Care (Clinical Nursing Science, Health Assessment, Treatment and Care) accredited with the SANC. Current registration with South African Nursing Council essential. An additional qualification in Nursing Administration/Management will be an added advantage. A minimum of nine (9) years appropriate and recognizable experience in nursing post registration as a professional nurse. At least (5) years of the period referred above should be after obtaining a 1-year Post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Knowledge of the application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of Batho Pele Principles, Patients' Rights Charter, and quality assurance system. Ability to communicate verbally and written. Good people management and presentations skills. Good communication (verbal and written), interpersonal, social mobilisation, networking, and financial management as well as Computer skills, report writing and presentation skills. Valid Driver's license is essential.
- DUTIES** : Demonstrate knowledge of legislation relevant to health care services. Management of the facility by providing comprehensive Primary Health Care services to the communities. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele Principles, Patients' Rights Charter. Provide administrative services, as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Use of technology to communicate (i.e., analyse data, documents, compile necessary reports, identify gaps and take remedial steps as well as overall Monitoring & Evaluation. Manage Primary health Care services. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services. Oversee, implement, and sustain Ideal Health Facility Realization programme.
- ENQUIRIES** : Mr Harries Thaba at 063 609 6558 during office hours only (08h00-16h00)
- APPLICATIONS** : Documents must be submitted to First Floor Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae (only). Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical 104 surveillance as required by the Occupational Health and Safety Act, Act

5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date

- CLOSING DATE** : 10 February 2023
- POST 03/193** : **OPERATIONAL MANAGER: PNB-3 BOIKHUTSONG AND ZAMILE CLINIC**
REF NO: TDHS/A/2023/04 (X2 POSTS)
Directorate: Tshwane District Health Services
- SALARY** : R588 378 - R662 220 per annum
- CENTRE** : Tshwane Health District Services: Boikhutsong and Zamble Clinic
- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice R425 (Degree or Diploma in Nursing). Post basic qualification in terms of Government Notice R48 with a duration of at least 1 year in Curative Skills in Primary Health Care (Clinical Nursing Science, Health Assessment, Treatment and Care) accredited with the SANC. Current registration with South African Nursing Council essential. An additional qualification in Nursing Administration/Management will be an added advantage. A minimum of nine (9) years appropriate and recognizable experience in nursing post registration as a professional nurse. At least (5) years of the period referred above should be after obtaining a 1-year Post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Knowledge of the application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of Batho Pele Principles, Patients' Rights Charter, and quality assurance system. Ability to communicate verbally and written. Good people management and presentations skills. Good communication (verbal and written), interpersonal, social mobilisation, networking, and financial management as well as Computer skills, report writing and presentation skills. Valid Driver's license is essential.
- DUTIES** : Demonstrate knowledge of legislation relevant to health care services. Management of the facility by providing comprehensive Primary Health Care services to the communities. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele Principles, Patients' Rights Charter. Provide administrative services, as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Extensive Knowledge of the application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Use of technology to communicate (i.e. analyse data, documents, compile necessary reports, identify gaps and take remedial steps as well as overall Monitoring & Evaluation. Manage Primary health Care services. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services. Oversee, implement and sustain Ideal Health Facility Realization programme. Possess computer literacy skills and extensive competency in report writing skills.
- ENQUIRIES** : Ms. Ms C Chimusi at 083 707 4206
- APPLICATIONS** : Applications must be submitted to Tshwane Health District Services, 3319 Fedsure Forum Building, cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box First Floor Reception.
- NOTE** : A practical test and /or competency assessment where relevant, relating to the key areas of knowledge and skills may form part of the selection process for this position. Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae (only). Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical 104 surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance

- with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 10 February 2023
- POST 03/194** : **ASSISTANT DIRECTOR: THERAPEUTIC & MEDICAL SUPPORT SERVICES REF NO: TDHS/A/2023/05**
Directorate: Therapeutic Services (Rehabilitation)
- SALARY CENTRE REQUIREMENTS** : Grade 1: R540 840 per annum
: Tshwane District Health
: Appropriate qualification (degree) that allows for the required registration with the Health Professional Council of South Africa (HPCSA) as Speech and Audiology, Speech therapist, Audiologist, Physiotherapy, Occupational therapist, and podiatrist. Approximately 8 years' experience as an independent practitioner of which 5 years must be in management. (Chief supervisory level/Coordinator). Must have good communication skills. A valid registration with HPCSA. Knowledge in the relevant policies, protocols, and guidelines. Relevant experience in CBR and primary health care services. A valid Driver's license is essential. Must be able to work under pressure, computer literacy (Power point, and Microsoft excel). Must be proactive, innovative, and independent leader.
- DUTIES** : Provide leadership at Tshwane District Therapeutic and support services. Give input and ensure adherence to District, Provincial and national legislation. Implement and contribute to proper utilization of allocated financial and physical resources. Submission of weekly, monthly, quarterly, and annual Therapeutic services reports, statistics and other administrative duties to district and provincial Therapeutic services Directorate. Establish good working relationships with other stakeholders within the district e.g. NGO's, NPO's, Mental Health, Organizations for People with Disabilities etc. Coordinate and ensure health Promotion, prevention and community intervention activities are rendered in the district. Ensure continuous professional development activities. Implementation of quality assurance policies and development of quality improvement plans the unit is adhered to. Attend all relevant meetings at District and Provincial levels. Provide support to sub district Therapeutics services.
- ENQUIRIES APPLICATIONS** : Dr. Susana Reinprecht Tel No: 012 451 9290 Mobile: 0824529845
: Documents must be submitted to Tshwane Health District, Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0001
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae (only). Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical 104 surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 10 February 2023
- POST 03/195** : **CLINICAL PROGRAM COORDINATOR HIV COUNSELING & TESTING CLINIC (HCT) REF NO: HRM: 21/22**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R464 446 per annum, (plus benefits)
: Sterkfontein Hospital
: R425 Diploma/Degree or equivalent qualification that allows Registration with the SANC as a Professional Nurse. Must have Basic Psychiatric Qualification and Certificate in NIMART (Nurse initiation and Management of Anti- Retroviral Therapy) A minimum of 7 years. Appropriate/recognisable experience in General Nursing after Registration as a professional Nurse. At least 2 years of the above period must be in the Management of HIV/AIDS, & TB Programs. Must be computer literate and have a valid driver's licence.
- DUTIES** : Coordinate and implement the HIV/AIDS program in the clinic. Perform outreach activities in the community. Collaborate with MDT members in the

management of Mental Health Care Users presenting with HIV/AIDS. Implement the National Nursing Strategy in the unit, Mental Health Care Act, Ideal Hospital Framework, Batho—Pele Principles and Patient's Rights Charter. Implement various Nursing Services functions including Nursing Operational Plan for the clinic. Performance of Pap smear, maintaining effective infection control, provide direction, planning, support, leadership and presentation. Manage and utilize resources in accordance with relevant directives and legislation. Monitor performance using Performance Management and Development System. Participate in institutional orientation and induction program.

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

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

CLOSING DATE : 10 February 2023, Time: 12H00

POST 03/196 : **OPERATIONAL MANAGER (GENERAL) PNA 5 REF NO: HRM 19/22 (X1 POST)**
 Directorate: Nursing

SALARY : R464 466 - R522 756 per annum, (plus benefits)
CENTRE : Sterkfontein Hospital
REQUIREMENTS : R425 Diploma/Degree in Nursing or Appropriate Diploma or equivalent qualification that allow Registration with the SANC as a Professional Nurse. Driver's license and Computer literacy. A minimum of 7 years appropriate /recognisable experience in nursing after registration as a Professional Nurse with SANC in Psychiatry. At least five years of the period above must be appropriate/recognisable experience in working in a psychiatric unit and management of Psychiatric Patients. Good interpersonal communication and leadership skills. Knowledge of the Mental Health Care Act, PFMA, Public Sector Regulations, Regulated Norms & Standards Ideal Hospital Framework, and other legislative framework. Have innovative creative, emotional intelligence and collaborative skills.

DUTIES : Deputize for Nursing Managers in their absence and take charge of the hospital after hours, during weekends and public holidays. Demonstrate basic understanding of Human Resource Policies and practises through effective implementation of PMDS, Disciplinary Code, leave management and supply Chain Management Procedures. Ensure effective and efficient coordination in the wards. Implement Mental Health Care Act procedures and current Regulated Norms and standards. Drive the implementation of the National Nursing Strategy. Initiate change management and Participate in the hospital committees. Ensure training coaching and mentoring of junior nurses.

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

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

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

- CLOSING DATE** : 10 February 2023, Time: 12H00
- POST 03/197** : **ULTRASOUND RADIOGRAPHER GRADE 1 REF NO: JUB 40/2022**
Directorate: Therapeutics & Medical Support Services
- SALARY** : R413 688 – R473 007 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : National Senior Certificate, National Diploma/Degree/B-Tech in Ultrasound Qualification. Registration with HPCSA as an independent Ultrasound Radiographer. Experience in performing Obstetrics, abdominal ultrasound, general and all other ultrasound examinations required. Be able to work independently as part of multidisciplinary team. Ability to implement protocols and standard operating procedures in Ultrasound Radiography. Basic knowledge of equipment uses and trouble shooting. Sound report writing. Administrative and computer literacy skills are essential. Good communication skills, interpersonal relations, and problem-solving skills. Ability to perform Cardiac sonar will be an added advantage.
- DUTIES** : Preparing patients and performing ultrasound examinations that yield high quality diagnostic information. Effective use of ultrasound machine to view and interpret images to diagnose various medical conditions. Co-ordinate and organise daily workload with the use of the booking system while considering emergency ultrasound examinations.
- ENQUIRIES** : Ms MG Moropotli Tel No: 012 717 9308
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** : 10 February 2023, time: 15:00
- POST 03/198** : **LECTURER PND1/PND2 (SIMULATION LABORATORY) REF NO: REFS/016022 (X1 POST)**
Directorate: Gauteng College of Nursing (GCON)
- SALARY** : PND1: R400 644 - R464 466 per annum, (plus benefits)
PND2: R492 756 - R642 942 per annum, (plus benefits)
CENTRE : Chris Hani Baragwanath Campus
REQUIREMENTS : Senior Certificate or equivalent qualification. Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Applicant must be registered with South African Nursing Council (SANC) as a Professional Nurse and Midwife. Be in possession of a Bachelor's degree in nursing, degree/diploma in nursing education qualification registered with SANC. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing for PND1. At least 2 years of the period referred to above must be appropriate/recognizable experience in a nursing education institution or higher nursing education

institution after obtaining the 1-year post-basic qualification in Nursing Education for PND1. Minimum of four (4) years appropriate and recognizable nursing experience after registration as a Professional Nurse plus ten (10) years appropriate and recognizable experience in nursing education for PND2. A valid driver's license. Computer certificate/literacy. Communication skills, facilitation skills, planning, organizing, and controlling skills, assessment, and evaluation skills.

DUTIES : Provide support for education and training to students. Create a clinical learning environment that will enhance integration of theory to practice. Organise and oversee the readiness of the Simulation laboratory for skills and Objective Structured Clinical Assessments (OSCA). Prepare the Simulation Laboratory for simulated learning demonstrated by the lecturers. Coordinate clinical learning exposure of students within the campus. Communicates and collaborates with lecturers from all discipline regarding the use of the Simulation Laboratory. Exercise control over students and lecturers. Supervision of Clinical Clerks. Orientate Lecturers in the use of equipment. Implement a booking system for the use of the Simulation Laboratory. Supervise students when utilising the Simulation laboratory during practice of skills. Organise and control equipment and supplies in the Simulation laboratory. Responsible for inventory of supplies and equipment. Responsible for the repair of equipment from external supplies through the procurement department. Support the mission and the image of the college. Actively participate in college committees. Attend schedule capacitation. Maintain CPD points requirement. Adhere to college policies including but not limited to on duty time, uniform and record keeping. Engage in effective communication between and among stakeholders.

ENQUIRIES APPLICATIONS : Dr. T.T.A Tsimane Tel No: 011 983 3063
: Application must be submitted only online on <http://professionaljobcentre.gpg.gov.za>.

NOTE : Applicants must submit a fully completed new Z83 (81/971431) and a detail Curriculum Vitae only. New Z83 application form can be obtained from Department of Public Service and Administration (DPISA) website. Only shortlisted candidates/applicants will be contacted to submit certified copies of your I.D, current SANC receipt, valid driver's license, and qualifications, copy of service record in Nursing Education after the assessment of the submitted job application to alleviate administration burden and cost for applicants. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting. Contactable referees quoted on the CV. State all your competencies, training and knowledge in your C.V. Smart card must be copied both sides (Driver's license and ID). Employment history must reflect the complete calendar date (e.g., 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records, and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. Correspondence will be limited to shortlisted candidates. CHBC reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department.

CLOSING DATE : 10 February 2023

POST 03/199 : **LECTURER PND1/PND2 DIPLOMA IN NURSING REF NO: REFS/015688 (13 POSTS)**
Directorate: Gauteng College of Nursing (GCON)

SALARY : PND1: R400 644 - R464 466 per annum, (plus benefits)
PND2: R492 756 - R642 942 per annum, (plus benefits)

CENTRE REQUIREMENTS : Chris Hani Baragwanath Campus
: Senior Certificate or equivalent qualification. Basic qualifications accredited with South African Nursing Council (SANC) in terms of Government Notice

R425 (i.e., Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse and Midwife. Degree in Nursing. Diploma/Degree in Nursing Education with SANC. Master's Degree in nursing will be an advantage. Applicant must be registered with South African Nursing Council (SANC) as a Professional Nurse and Midwife. Minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse for PND1. Minimum of four (4) years appropriate and recognizable nursing experience after registration as a Professional Nurse and ten (10) years appropriate and recognizable experience in nursing education after obtaining the one-year post-basic qualification in Nursing Education for PND2. Knowledge and ability to apply South African Nursing Council Code of Ethics, Nursing Standards, Scope of Practice, and all relevant regulations. Must be computer literate. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Valid driver's license.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of nursing programmes; provide theoretical and clinical instructions, and conduct evaluations of Nursing programmes; clinical accompaniment, supervision and implementation of assessment strategies to determine student competencies; exercise control over students; provide students' guidance and support towards attainment of minimum course requirements as set by SANC. Support the mission of the College by serving in Committees, attending, and participating in meetings and College/Campus activities. Promote the image of the College; participate in research relevant to Nursing Education. Develop, review, and evaluate curriculum. Engage in own Continuous Professional Development (CPD) related to own area of practice and to Nursing Education.

ENQUIRIES : Ms. T.I Sithole Tel No: 011 983 3010
APPLICATIONS : Application must be submitted only online on <http://professionaljobcentre.gpg.gov.za>.

NOTE : Applicants must submit a fully completed new Z83 (81/971431) and a detail Curriculum Vitae only. New Z83 application form can be obtained from Department of Public Service and Administration (DPSA) website. Only shortlisted candidates/applicants will be contacted to submit certified copies of your I.D, current SANC receipt, valid driver's license, and qualifications, copy of service record in Nursing Education after the assessment of the submitted job application to alleviate administration burden and cost for applicants. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting. Contactable referees quoted on the CV. State all your competencies, training and knowledge in your C.V. Smart card must be copied both sides (Driver's license and ID). Employment history must reflect the complete calendar date (e.g., 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records, and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. Correspondence will be limited to shortlisted candidates. CHBC reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department.

CLOSING DATE : 10 February 2023

POST 03/200 : **PN-B1: CLINICAL NURSE PRACTITIONER (PHC) REF NO: TDHS/A/2023/06 (X4 POSTS)**
 Directorate: Nursing

SALARY : R400 644 - R606 042 per annum
CENTRE : Tshwane District Health Services:
 Tlamelong (X1 Post)
 Sedilega (X1 Post)

- REQUIREMENTS** : Grade 12/Matric. Basic R425 qualification (i.e., diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification with a duration of at least 1 year in Diploma in Clinical Nursing Science Health Assessment, Treatment and Care (R48) accredited with SANC. **Grade 1:** minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Valid & unendorsed driver's license is essential.
- DUTIES** : Manage and provide clinical comprehensive PHC service in line with the existing legislative prescripts. Provide more complex and advanced comprehensive nursing treatment and care to patients in a cost effective, efficient and equitable manner. Act as shift leader, plan and implement health promotion and prevention activities. Link to the community structures and community-based services. Collect data and submit reports. Provide PHC services to other facilities in Sub-District 1 when needed. Competencies: Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Effective communication with all stakeholders & report writing aptitude. Work as part of the MDT to ensure good nursing care and outcomes. Display uncompromising concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele). Demonstrate an understanding of nursing legislation and other related legal frameworks. Competency in processes of the Ideal Health Facility Realisation Programme as well as prescripts of the Office of the Health Standards Compliance (OHSC)+.
- ENQUIRIES** : Ms S.T. Dibakwane at 082452 3882 (Monday to Friday; during working hours only)
- APPLICATIONS** : Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae (only). Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical 104 surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 10 February 2023
- POST 03/201** : **ASSISTANT DIRECTOR REF NO: REFS: 015994**
Directorate: Facility Management Unit
- SALARY** : R393 711 – R475 596 per annum, (plus benefits)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Grade 12 plus minimum of ten(10) years relevant experience of which at least three (3) years should be on a Supervisory level (Level 7) Facility manager in Public Health setting OR Bachelor's Degree/National Diploma in Project Management/Business Administration/Public Administration or equivalent appropriate recognizable qualification with a five(5) years' experience in the facility management unit at least three (3) years should be on a Supervisory level within public health setting. A valid driver's license. Knowledge: Knowledge of Public Financial Management Act (PFMA), Occupational Health and Safety Act (OHS), Environmental Health Act (EHA), provisioning admin procedures, manual and SAP system and other related Legislation. Knowledge of government policies which includes Batho-Pele Principles and the mission and vision of the Department of Health. A sound knowledge of Supply Chain Management processes and any other prescripts. Skills: People and change management skills, communication skills (verbal and written) and other customer relations skills. Conceptual, analytical and creative thinking,

evidence based reporting writing skills. Computer literacy and administration skills. Exceptional analytical and interpretation skills. Conflict management and leadership skills. Must be innovative and self-driven. The ability to work under pressure including at night and meet deadlines. Excellent planning, organizational and problem-solving skills. A high level of ethical conduct and integrity. Good presentation skills. Project Management skills as well as inter-sectoral collaboration and engagement with the internal and external clients.

DUTIES

: Provide day-to-day maintenance by ensuring that all fixtures are in safe working condition inside and outside the hospital buildings. Adherence to Occupational Health and Safety Regulations by ensuring that maintenance is conducted. Compile, implement and report the day-to-day Minor Projects Implementation Plan. Conduct periodic inspections on the hospital building. Compile and report on Statutory and Major Projects Implementation Plan. Ensure the implementation of turnaround strategy of the maintenance of the Hospital. Scrutinize specifications in consultation with the inspectors of the department of Infrastructure and Development (DID) both local and central office. Develop maintenance strategy and implementation of policy guidelines, norms and standards according to regulatory framework. Perform preventative maintenance in the Hospital and ensure that checklists are completed. Liaison with DID regarding major maintenance within the hospital. Compile weekly and monthly reports and present to hospital executive management team. Assist with monitoring of all statutory projects and onsite contractors, liaison with all stakeholders. Allocate parking space to the staff members. Manage staff information (parking and accommodation). Perform routine inspections of immovable assets in the Hospital. Ensuring availability of diesel, oxygen, coal, visual gas and other supplies. Ordering of material, stock and equipment for the unit. Managing the FMU stock control and storeroom. Manage hospital security and support the security contracts to ensure safety of patients, staff and hospital property. Ensure effective management of security and assets of the hospital. Ensure the contracting and evaluations of staff according to PMDS Policy.

**ENQUIRIES
APPLICATIONS**

: Dr. E.H.L. Mpshe Tel No: (012) 318 6501
: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001, Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

NOTE

: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE

: 10 February 2023

POST 03/202

: **MIDDLE MANAGER: HUMAN RESOURCE- LABOUR RELATIONS REF NO: CHBAH 622 (X1 POST)**

Directorate: Human Resource Labour Relations

**SALARY
CENTRE
REQUIREMENTS**

: R393 711 per annum, (plus benefits)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Grade 12 and National Diploma/ Degree in Labour Law /Labour Relations /HR with a minimum of ten (10) years' experience in Labour Relations of which, five (5) years of the experience must be at Supervisory level and driver's License. Competencies/skills required- Computer literacy (knowledge in Ms. Office package), knowledge of collective bargaining arrangements and dispute resolution applicable in Public Service and the jurisdictional role of CCMA over

some disputes, demonstrable record of handling discipline, handling and knowledge of referral route of grievances, strikes (including strike management) in Public Service, ability to apply, interpret the legislative framework applicable in Public Service, analytical thinking and research skills, record/document management, knowledge of oversight bodies/structures (Chapter 9, Chapter 10 institutions and the Department of Labour) and their legal responsibilities either on discipline or grievances and or strikes, Must have excellent presentation skills, experience in dealing with the public, sound organizational and planning skills, Knowledge and application of project management principles is essential. Medical testing/assessment-Applicant should be prepared to undergo medical surveillance.

DUTIES

: Manage and monitor the functions of labour relations officers. Represent the department at conciliation and arbitrations and facilitate the implementation of settlement agreements and arbitration awards. Ensure compliance with legislative framework relating to grievances and disputes. Keep or maintain statistical records in respect of all grievances, disciplinary and disputes handled within the department or hospital. Compile reports/submissions in respect of grievances, disputes, advice and industrial action matters. Promote sound labour peace within the hospital. Produce monthly accounting/mandatory reports and analyse the report to establish trends and develop interventions where necessary. Contribute to the departments planning and monitoring and evaluation processes. Manage the implementation of policies, resolutions, plans and strategies relating to labour relations. Ensure compliance with legislative framework and monitor and evaluate implementation thereof; further suggest improvements where necessary. Develop internal control measures, guidelines and standard operating procedures on labour relations in line with National and Departmental human resource practices, guidelines and policies. Conduct in-service training and induction of staff in the hospital on labour related matters as approved and delegated by the head of the sub-directorate. Attend to audit and National Core Standard queries including the implementation of the recommendations thereof. Advise management, employees and the department on labour relations practices, procedures, guidelines and policies, etc. Support the Deputy Director in achieving the strategic objectives of the Department of Health on labour relations management in the Hospital and do other reasonable adhoc exercises and tasks as and when required to enhance service delivery in the Hospital. Adhere to timelines on projects. Be willing to undergo continuous training and development. Attend and run meetings. Management of personnel performance and review thereof in the sub-division.

ENQUIRIES

: Mr J Nzimande Tel No: (011) 933-8885

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. 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, service certificate 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** : 10 February 2023
- POST 03/203** : **STATION MANAGER GRADE 3 – 6**
Directorate: Directorate: Emergency Medical Services
- SALARY** : Grade 3: R332 496 – R376 632 per annum, (plus benefits)
Grade 4: R403 920 – R461 847 per annum, (plus benefits)
Grade 5: R475 794 – R512 571 per annum, (plus benefits)
Grade 6: R528 072 – R594 864 per annum, (plus benefits)
- CENTRE** : City of Johannesburg Ref No: EMS/SM/COJ/22 (X5 Posts)
City of Ekurhuleni Ref No: EMS/SM/COE/ (X2 Posts)
Westrand Ref No: EMS/SM/WR (X4 Posts)
ECC: Ref No: EMS/SM/ECC (X2 Posts)
- REQUIREMENTS** : Grade 12 certificate or equivalent qualification, AEA/ECT/CCA/NDIP with 3-year experience after registration with the HPCSA in the applicable category according to OSD appointment requirements, three years as appointed Shift Leader in Emergency Medical Services, Code 10 driver's license with PrDP, current and valid registration with HPCSA. Candidates must have extensive knowledge of EMS regulations. Current compliance with HPCSA on individual CPD-CEUs Activity record. Computer Literate (MS Office). Candidates will be accessed with a formal written test, interview and a presentation.
- DUTIES** : Responsible for all EMS activities in the station. Provide advice on procedures and policy matters to staff. Ensure compliance with all policies operating in the service. Ensure effective communication system for ambulance and staff in the station. Ensure that fleet management is properly implemented to provide for the maintenance and rotation of all vehicles. Investigate service complaints received. Ensure the control and have an inventory of all resources at the station. Assist the District Manager in the control and implementation of the EMS policies. Maintain, monitor and review continuous quality improvement for the station in accordance with the policy on quality improvement of EMS. Collect all relevant statistics and indicators. Process overtime and leave forms. Ensure that staff attends to calls timeously. Ensure adherence to EMS and HPCSA procedures. Attend to emergency incidents, co-ordinate and treat patients and other emergencies within the operational area. Ensure effective control and be accountable over resources in the station. Undertake any other duties as allocated by management. Ensure station comply with OHS standards in respect of medical waste storage and disposal. Be responsible for EMS Ensure all complaints are fully investigated and remedial plans are implemented and monitored. Ensure crews adhere to turnaround times. Ensure that personnel in the district maintain a high standard of customer etiquette and communication medium with customers or clients. Manage the tracking solution, by ensuring all vehicles are functional and warnings are attended and mitigate against in future. Investigate and report all calls delays and calls unserved calls. Investigating service complaints received from internal and external stakeholders and reports on these complaints to the EMS head office. Be responsible for continuous quality improvement and implement strategies in line with the policy on quality for EMS. Undertake any other duties as allocated by management and ensure the station is compliant to EMS Regulation.
- ENQUIRIES** : Mr. C Errakiah Tel No: (011) 564 2053
- APPLICATIONS** : Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311, Halfway House, 1685
- CLOSING DATE** : 10 February 2023

<u>POST 03/204</u>	:	<u>DIAGNOSTIC RADIOGRAPHY GRADE 1-3 REF NO: FERH/XRAY01-2023 (X2 POSTS)</u> Directorate: Radiology
<u>SALARY</u>	:	R332 427 - R378 318 per annum R389 754 - R445 665 per annum R459 126 - R557 184 per annum
<u>CENTRE REQUIREMENTS</u>	:	Far East Rand Hospital Appropriate qualification that allows for the required registration with Health Professions Council of South Africa (HPCSA) in Diagnostic Radiography and Grade 12. Willingness to manage the general Diagnostic workflow, as well as CT workflow with knowledge and skills. Willingness to work weekends as required, participate in a 24 hour service delivery while being on call, night duties as per allocation and travel to outreach facility if necessary. Physically able to perform the duties required. Competencies (knowledge/skills): Ability to communicate (written and verbal) in at least two of the official languages of the Gauteng Province. Experience in all general diagnostic imaging of patients, including but not necessary Mammography and/or CT. Knowledge of PACS (Picture Archiving and Communication System), RIS (Radiology Information System), HIS (Hospital Information System) as well as conventional radiography. Computer and administration skills.
<u>DUTIES</u>	:	Assessing patients and their clinical requirements to determine appropriate radiographic techniques. Performing a range of radiographic examinations on patients to produce high-quality images. Observing and maintaining contact with patients during their waiting, examination and post-examination stay in the department. Assisting in more complex radiological examinations working with radiologists and doctors, orthopaedic staff and surgeons. Providing support and reassurance to patients, taking into account their physical and psychological needs. Recording imaging identification and patient documentation quickly and accurately and observing protocols to ensure compliance with the Data Protection Act and patient confidentiality. Supervising community service, students and other staff, and delivering appropriate education and training. Understanding and observing health and safety at work and welfare issues, including ionising radiation regulations, to protect yourself and others. Ensuring that equipment is regularly checked for malfunctions and any faults are reported.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr KL Manqele Tel No: 011 812 8372 Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<u>NOTE</u>	:	Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. The communication from the HR department of the institution regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.
<u>CLOSING DATE</u>	:	10 February 2023
<u>POST 03/205</u>	:	<u>OCCUPATIONAL THERAPIST – PRODUCTION LEVEL – GRADE 1 REF NO: HRM 20/22 (X1 POST)</u> Directorate: Allied
<u>SALARY</u>	:	R332 427 - R378 318 per annum, (plus benefits)
<u>CENTRE</u>	:	Sterkfontein Hospital

- REQUIREMENTS** : Degree in Occupational Therapy. Registered with HPCSA as an Occupational Therapist (Independent practice). Experience in Psychiatry will be an advantage. Must be computer literate.
- DUTIES** : Render an Occupational Therapy service in allocated areas of work that complies with the standards and norms as indicated by Health Policies. Assessment and treatment of patients in allocated work. Involvement in the assessment of trial awaiting detainees. Be responsible for therapeutic and/ or income generating projects in area of work. Effective report writing skills needed. Working well within the MDT set up. Active participation in Quality Assurance and PMDS process. Supervision of OTTs. Supervision of students. Participate in CPD activities.
- ENQUIRIES APPLICATIONS** : Ms. L.R. Hendricks Tel No: (011) 951-8364
: Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Application must be submitted on a fully completed new format Z83 (81/971431 www.dpsa.gov.za), accompanied by a detailed CV. The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
- CLOSING DATE** : 10 February 2023 Time: 12H00
- POST 03/206** : **OCCUPATIONAL THERAPIST REF NO: TRH 04/2023 (X2 POSTS)**
Directorate: Allied
- SALARY** : Grade 1: R332 427 per annum, (plus benefits)
Grade 2: R389 754 per annum, (plus benefits)
Grade 3: R459 126 per annum, (plus benefits)
- CENTRE REQUIREMENTS** : Tshwane Rehabilitation Hospital
: Bachelor's in occupational therapy. Registration with HPCSA as an Occupational Therapist as an independent practitioner and annual proof of payment. Experience rehabilitation of persons with disabilities, vocational rehabilitation and basic wheelchair seating skills will be an added advantage. Good communication skills and computer literacy. Working experience:
Grade1: Have completed community service. **Grade 2:** A minimum of 10 years appropriate experience in Occupational Therapy after registration with HPCSA. **Grade 3:** A minimum of 20 years appropriate experience in Occupational Therapy after registration with HPCSA. Ability to work in a team, interdisciplinary approach.
- DUTIES** : Render patient centered Occupational Therapy service that complies with standards and norms as indicated by health policies and protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Perform clinical supervision of allocated staff (e.g. Community service therapist and or Occupational Therapy Assistants/Technician). To participate in student training, supervision and performance evaluation. Implement, maintain quality assurance and ideal Hospital standards and norms at departmental level. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of interdisciplinary team members. Participate in research projects for the institution. To perform delegated duties by the supervisor and participate in health awareness campaigns.
- ENQUIRIES APPLICATIONS** : Ms M Mogale Tel No: 012 354 - 6819
: Applications must be hand deliver to Tshwane Rehabilitation Hospital, Cnr Dr Savage and Soutpansberg Road, Pretoria 0001. No faxed or emailed applications will be considered.

- NOTE** : Fully completed new Z83 and detailed Curriculum Vitae only. Certified documents will only be requested to shortlisted candidates on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 24 February 2023
- POST 03/207** : **OCCUPATIONAL THERAPIST PRODUCTION LEVEL GRADE 1 REF NO: REFS/015992 (X1 POST)**
Directorate: Occupational Therapy
- SALARY** : R332 427 per annum, (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Degree in Occupational Therapy. Completion of community service year in Occupational Therapy. Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist independent practitioner status. Work experience or further training & education will be an advantage. Knowledge, Skills, And Competence: Computer literacy (Ms Word, Ms Excel). Knowledge of the public service legislations, policies, and procedures. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Analytical thinking, independent decision-making, and problem-solving skills.
- DUTIES** : Assess and treat all adult or paediatric patients with physical or psychiatric disorders, within allocated clinical load. Assist with other clinical loads as needed. Partake in allocated administrative duties. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Participate in quality assurance methods. Communicate effectively with all stakeholders. Follow the correct channels of communication. Oversee allocated officials. Participate in CPD activities. Supervise OT students. Exercise care with all consumables and equipment.
- ENQUIRIES** : Ms L Soulsby Tel No: (011) 933 8187
- 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, service certificate 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** : 10 February 2023
- POST 03/208** : **SHIFT LEADER GRADE 3 TO 6 (X50 POSTS)**
 Directorate: Emergency Medical Services
 Re-advertisement (applicants who applied previously are advised to re- apply
- SALARY** : Grade 3: R278 085 - R313 278 per annum, (plus benefits)
 Grade 4: R332 496 - R376 632 per annum, (plus benefits)
 Grade 5: R403 920 - R461 847 per annum, (plus benefits)
 Grade 6: R497 535 - R568 875 per annum, (plus benefits)
- CENTRE** : City of Johannesburg Ref No: EMS/SHIFTCOJ/2022 (X30 Posts)
 City of Ekurhuleni Ref No: EMS/SHIFTEKU/2022 (X16 Posts)
 City of Tshwane Ref No: EMS/SHIFTTSHW/2022 (X2 Posts)
 Westrand Ref No: EMS/SHIFTWEST/2022 (X2 Posts)
- REQUIREMENTS** : Grade 12 certificate or equivalent qualification. AEA/ECT/CCA with 03 years' experience after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver's license with PRDP, Registration certificate and current registration with HPCSA. Computer skills. Knowledge of labour relations and OHS. Incident management and supervisory experience. Current compliance with HPCSA individual CPD-CEUs Activity record. Candidates will be accessed with a formal written test, interview and a presentation.
- DUTIES** : Provide an ongoing supervisory function in respect of all operational issues in terms of HPCSA and Department policies by ensuring complacence and report thereon. Implementation of Operational plans, at shift level, manage all resources allocated to the shift in an efficient manner by ensuring control, monitoring use and reporting deviations and deficiencies facilitate ongoing administration and human resource management. Supervisory functions, Responsible for performance management and development system assessment. Assist in management of overtime and leave. Ensure that staff attends to calls timeously. Analyses trips sheet and patient assessment forms and report discrepancies to the station manager. Respond to mass casualty, emergencies and disaster scenes and provide advice and leadership and treat patients. Manage complaints from external and internal sources. Compile reports conduct investigations when required to do so. Ensure compliance with service protocol and procedures and undertake any other duties as allocated by management.
- ENQUIRES** : Ms. M Ramada Tel No: (011) 564 2008
- APPLICATIONS** : Applications must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonetti Street, Midrand or posted to P.O Box 8311, Halfway House, 1685.
- NOTE** : Application are not required to submit copies of qualification and other relevant documents on application but must submit the new Form z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents and a detailed curriculum vitae. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.
- CLOSING DATE** : 10 February 2023

POST 03/209 : **SOCIAL WORKER GRADE 1 REF NO: SBAH 007/2023 (X1 POST)**
 Directorate: Social Work

SALARY : R269 301 per annum, plus benefit
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : BA (Social Work). Grade 12 certificate. Experience in Hospital setting or mental health will be an added advantage. Registration with SACSSP. Valid driver's license. Computer literacy.

DUTIES : Render health social work services with regard to the care, support, protection and development of vulnerable individual, groups, families and communities through the relevant programmes. Perform administrative functions including compiling daily, weekly and monthly statistics. Experience in working with children and Mental Health services will be an added advantage. Keep abreast with new developments in the social work field and will be responsible for self-development. Undertake first level social work research and development. Engage in continuous professional development activities as prescribed. Study the social services legal and policy framework continuously.

ENQUIRIES : Ms. H.L Sono Tel No: 012 354 1781/1522
APPLICATIONS : Applications must be submitted to Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3

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

CLOSING DATE : 10 February 2023

POST 03/210 : **ADMINISTRATION OFFICER (ASSET CONTROLLER) REF NO: EMS/ASSETL7/2022**
 Directorate: Directorate: Emergency Medical Services

SALARY : R269 241 per annum (Level 07)
CENTRE : Midrand Head Office
REQUIREMENTS : Grade 12 or equivalent qualification. 3 – 5 years' experience in the Asset management sphere. Undergraduate Degree/ National Diploma in Asset Management field will be an added advantage. Computer skills, Excel, Word, knowledge of BAS, SAP, Knowledge of PFMA, Treasury Regulations. Knowledge of procurement processes. Knowledge of SCM Policies PFMA, PPPFA, and Treasury Regulations. Knowledge of Batho Pele Principles. Knowledge of Labour Relations Processes. Conflict Management Skills. Ability to work under pressure. Excellent interpersonal and organisational skills. Good written and verbal communication skills. Ability to liaise with internal and external stake holders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan work accordingly. Ability to act with tact and discretion. Must be self -motivated. Ability to handle tasks of multi-disciplinary nature. Valid driver's licence.

DUTIES : Overall management of assets in the institution. Ensure that all assets of the institution are barcoded and captured correctly. Ensure that reconciliation is done on monthly bases. Control the movement of assets. Ensure that Asset register is always updated. Compile and submit monthly reports. Ensure that asset verification is conducted. Ensure that all assets are barcoded. Ensure that proper controls of assets with regards to transfer and donations of the institution. Provide supervision to subordinates. Sign performance contract on annual bases. Perform other duties assign by the supervisor. Be willing to undergo continues training and development programmes. Attending meetings and training as approved by supervisor. Comply with the performance and development system and contracting, reviews and final assessment of the subordinates.

ENQUIRIES : Ms N.A Nkuna Tel No: 011 564 2003
APPLICATIONS : Applications must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311, Halfway House, 1685.

- NOTE** : Application are not required to submit copies of qualification and other relevant documents on application but must submit the new Form z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents and a detailed curriculum vitae. In order to alleviate administrative burden on HR section as well as considering cost for applicants, departments are encouraged to request certified copies of qualification and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.
- CLOSING DATE** : 10 February 2023
- POST 03/211** : **HUMAN RESOURCE OFFICER: LABOUR RELATIONS REF NO: CHBAH 623 (X1 POST)**
Directorate: Human Resource Labour Relations
- SALARY** : R269 214 per annum, (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Grade 12 and the Certificate in Labour Law /Labour Relations /HR at NQF5 with a minimum of three (3) years' experience in Labour Relations and driver's License. Competencies/skills required- Computer literacy (knowledge in Ms. Office package), knowledge of collective bargaining arrangements and dispute resolution applicable in Public Service and the jurisdictional role of CCMA over some disputes, demonstratable record of handling discipline, handling of grievances and have knowledge of referral route system of grievances, strikes (including strike management) in Public Service, ability to apply, interpret the legislative framework applicable in Public Service, analytical thinking skills, record/document management, knowledge of oversight bodies/structures (Chapter 9, Chapter 10 institutions and the Department of Labour) and their legal responsibilities either on discipline or grievances and or strikes. Medical testing/assessment-Applicant should be prepared to undergo medical surveillance.
- DUTIES** : conduct discipline (including investigating misconduct allegations, drafting of misconduct charges, writing of investigation reports, identify and prepare potential witnesses, presenting the case during discipline and presiding over disciplinary cases), handle grievances (including investigating grievances, chairing of grievances and refer unresolved grievances), Write accounting reports including reports on discipline, grievances, disputes, and multilateral meetings, represent the employer in dispute structures, analyze trends and advise the employer including serious adverse events cases, forensic, hotline/whistleblowing, where required manage the information in line with the provisions of Protected Disclosure Act, identify and conduct Labour Relations training (including code of conduct, employment practices in public service, sexual harassment, discipline and grievances), support and/ or advise management, supervisors, employees and admitted trade union's representatives on all matters relevant in employment relations, participate/facilitate bilateral, multilateral and committees (including statutory established committees) and write minutes and reports relevant to these structures and supervise level 5 employees within Labour Relations unit where applicable.
- ENQUIRIES** : Mr J Nzimande Tel No: (011) 933-8885
- 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. 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, service certificate 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, service certificate 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** : 10 February 2023
- POST 03/212** : **SUPPORT SERVICES SUPERVISOR REF NO: SBAH 008/2023 (X2 POSTS)**
Directorate: Patient Administration and Logistics
- SALARY** : R269 214 per annum, plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : Grade 12 certificate or equivalent qualification. NQF level 6 is an added advantage. The candidate must have more than 5 years' experience in a supervisory role in the health sector. Must have experience working with elementary staff categories. Must have interpersonal skills, have excellent time management skill. Must have problems solving skills to manage and interact with other hospital staff. Understanding the operations of the Directorate of Patient Administration and Logistics. Previous experience as a shift supervisor or similar role. Full understanding of safety standards, comprehensive knowledge of basic software. Ability to multi-task. Leadership and conflict management skills. Excellent communication skills.
- DUTIES** : Oversee the night duty business operations of the Directorate of Patient Administration and Logistics. Ensure that quality standards are being met and proper procedures are followed. Give guidance to employees in handling errors and problems. Monitor employee performance to ensure that they complete their tasks and are motivated to work effectively. Coordinate work schedules and night duty assignments. Interpret and explain work procedures and policies to night duty staff. Prepare and manage reports and correspondence. Work with other supervisors to coordinate workplace activities. Work closely with the Patient Care Office, the Department of Infrastructure Development, and the SAPS to address workplace challenges that arises from time to time. Sign off the night duty attendance registers. Take the responsibilities for the coordination of cleaning services, ensuring they meet the operational requirements. Conduct regular walkabouts to address workplace challenges.
- ENQUIRIES** : Mr. PM Motsweni Tel No: 012 354 2364
- APPLICATIONS** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 10 February 2023

POST 03/213 : **MATERIAL RECORDING OFFICER REF NO: CHBAH 608 (X1 POST)**
Directorate: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R269 214 per annum (Level 07), plus benefits
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Grade 12 certificate. 3 - 5 years' experience in Acquisition, Demand Management, Warehouse administration and Assets administration processes. Computer competency skills (MS Word, MS Excel, MS PowerPoint, and Microsoft outlook). Knowledge of SAP and SRM system. Knowledge of Procurement processes. Knowledge of SCM Policies, PFMA, PPPFA, BBBEE and Treasury Regulations Experience and qualifications in Supply Chain Management will be an added advantage. Competencies/ Knowledge/ Skills: Knowledge of the Batho Pele Principles. Knowledge of Labour Relations processes. Conflict management skills. Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at difference levels. Ability to organize and plan work accordingly. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Comply with the rotation roster.

DUTIES : Monitoring and supervision of Demand Management team. Compiling of Demand and Procurement plans on annual basis. Conduct Market analysis. Conduct product specification analysis. Serve as a member of Bid specification committee. Manage the Demand management process effectively, including but not limited to-needs assessment, categorization of commodities, market assessment and industry analysis. Identifying methods of procurement, identifying Preferential Procurement Policy objectives. Analyse Specifications/Terms of Reference. Ensure that requirements are linked to the strategic objectives and budget. Attend to end -users' queries. Participate in stock taking. Filing and record keeping of all documents for audit purpose. Be analytic and innovative in executing tasks as allocated. Compile weekly, monthly, and quarterly reports and reports to the Assistant Manager. Ensure compliance with policies and procedures that regulate Supply Chain Management. Perform other duties as allocated by the supervisor. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES APPLICATIONS : Ms M Khakhu Tel No: (011) 933 0535
: 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. 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. 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** : 10 February 2023
- POST 03/214** : **ORTHOPAEDIC FOOTWEAR TECHNICIAN GRADE 1 REF NO: CHBAH 610 (X1 POST)**
Directorate: Orthopaedic Workshop
- SALARY** : R220 137 per annum
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Grade 12 Certificate. HPCSA registration as an Orthopaedic Footwear Technician (OFT). Skills/Competence/Knowledge: Be able to identify untreated clubfoot. Able to assess and screen surgical boot needs. Know how to measure for a surgical boot, build-up and cast modification. Have knowledge of insole fabrication, hand lasting and sole build-up. Know general shoe adjustment. Good communication skills.
- DUTIES** : Assess, measure and Manufacture Surgical boots/ shoes. Do general shoe adjustment and repairs, Manufacture all insoles. Keep area of working clean. Maintain and clean Machinery. Keep records of patient attended.
- ENQUIRIES** : Mr D Machaba Tel No: 011 933 8816
- 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 : 10 February 2023

POST 03/215 : **HUMAN RESOURCE CLERK REF NO: SBAH 009/2023 (X3 POSTS)**
Directorate: Human Resource Management

SALARY : R181 599 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Senior Certificate (Grade 12). National Diploma in Human Resource Management or equivalent qualification will be an added advantage. Knowledge of Public Service Act and Regulations. Basic Conditions of Employment Act, Skills Development Act, Labour Relations Act, PMDS and PSCBC regulations. Computer literacy (Ms. Office Suite). Good interpersonal and communication skills. Ability to work under pressure, a team player and strong orientation towards rendering a friendly client service. Knowledge of the PERSAL system/ PERSAL certificates will be an added advantage.

DUTIES : Recruitment and selection, implement and administer Human Resource Administration practices, conditions of services including (leave, housing allowances, medical aid, service termination, long services recognition, transfers, pension and other allowances. Capturing of overtime, night shift, standby ect. Knowledge of grievance and disciplinary procedures. Basic knowledge of skills development and coordination of training matters. Basic knowledge of Policy and Procedure on Incapacity Leave and Ill-Health retirement (PILIR). Coordinate PMDS matters including monitoring compliance. Control attendance registers of all staff in the institution. Maintain confidentiality. Render effective filing and record management services to the institution. Handle postage (incoming and outgoing). Relieve other sections within HR. Process documents to e-Government daily. Provide accurate information/ advice to all stakeholders. Address Human Resource administration enquiries and perform any other duty delegated by supervisors.

ENQUIRIES : Ms. MR Mamadi / Ms. KH Mokwana Tel No: 012 354 2237/2235
APPLICATIONS : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

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

CLOSING DATE : 10 February 2023

POST 03/216 : **CLIENT INFORMATION CLERK REF NO: REFS/015995**
Directorate: Client Information Management

SALARY : R181 599 per annum (Level 05), (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 with at least one (1) to two years' switchboard or Call Centre Experience. Switch board or Call Center Certificate. Office Management Certificate will be an added advantage. Computer Literacy certificate (Ms. Word, Excel, PowerPoint and access). Skills: Telephone Etiquette, Good Interpersonal Relation Report writing, Good Communication skills, Ability to handle confidential information, Knowledge of Batho Pele principles. Willing to work shifts, weekends and Public holidays.

DUTIES : Handling of incoming and outgoing calls. Transferring calls to appropriate extensions or persons. Handle switchboard apparatus appropriately by using equipment according to specifications and monitor outgoing calls. Update and distribute internal telephone directory. Assist with costing of private telephones. Taking messages and answer general queries. Reporting faulty line to supervisor. Work shifts, weekends and public holidays according to duty roster. Adherence to Batho Pele principles.

ENQUIRIES : Mr. T. Raditshemega Tel No: (012) 318 7069
APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand

- Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- CLOSING DATE** : 10 February 2023
- POST 03/217** : **FINANCE REF NO: SBAH 0010/2023 CLERK (X1 POST)**
Directorate: Finance
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum, plus benefits
: Steve Biko Academic Hospital
: Grade 12 with 1-2 years' experience in Finance. National Diploma in Finance or equivalent will be added as an advantage. Knowledge and experience in BAS, SAP, through knowledge and experience of PFMA, Treasury Regulations and financial policies and procedures. Must be computer literate (Microsoft Word, PowerPoint and Excel). Candidates must have work experience in Budget processes, Expenditure and Accounts Payable. Sound accounting skills. Ability to work under pressure and meet deadlines. Knowledge of Petty Cash will be an added advantage. Must have planning and organizational skills. Good written and verbal communication skills are needed.
- DUTIES** : The successful candidate will be expected to perform all office related tasks. Compile Reconciliations, (BAS/SAP, BAS/PERSAL, BAS/MEDSAS). Receive and record invoices on the batch book, receive and process all allocations of Sundry Accounts, process invoices on Work Cycles, Reconciliations of Suppliers Statements, attend to queries from Suppliers. Capture journals on E-Journal system. Issue and replenish Petty Cash. General office duties.
- ENQUIRIES APPLICATIONS** : Ms. E Rammuda Tel No: 012 354 1790
: Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 10 February 2023
- POST 03/218** : **AUTOMATED AND REVOLVING DOOR TECHNICIAN REF NO: SBAH 0011/2023 (X1 POST)**
Directorate: Patient Administration and Logistics
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum plus benefits
: Steve Biko Academic Hospital
: Grade 12. Proven and varied installation experience. Be in a possession of an Access control fundamentals training certificate/ relevant certificate. Be in a possession of a basic electronics training. Be in a possession of a driver's license (code C1). Sound knowledge of GEZE, Dorma at theaters and hospital entrances. Sound knowledge of a hospital background. Capacity to use

- discretion when examining installation instructions. Excellent verbal communication skills. Ability to seek clarification when presented with ambiguous requests. Available to attend to late call-outs on occasion.
- DUTIES** : Perusing installation guidelines. Considering and consulting on the suitability of proposed installation areas. Positioning appliances according to stipulated specifications, environmental features, and clients requested. Refitting dislodged implements to restore their placements. Testing devices to review functionality. Furnishing clients with maintenance-related advice. Tidying installation sites promptly. Heeding prevailing building and safety stipulations.
- ENQUIRIES** : Mr. PM Motsweni Tel No: 012 354 1790
- APPLICATIONS** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver`s license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 10 February 2023
- POST 03/219** : **HUMAN RESOURCE CLERK REF NO: EMS/HRC/05/2021 (X8 POSTS)**
Re-advertisement (applicants who applied previously are advised to re-Apply)
- SALARY** : R181 599 per annum (Level 05), (plus benefits)
- CENTRE** : Emergency Medical Services: Head Office Midrand
- REQUIREMENTS** : Grade 12/ equivalent qualification and relevant experience in Human Resource Management. Knowledge of Human Resource Policies, Delegations and Prescripts. Must be computer Literate, knowledge of PERSAL system is essential. Good interpersonal and communication skills (verbal and written). A valid driver`s licence.
- DUTIES** : The successful candidates will be responsible for providing Human Resource Management Administrative support i.e., Appointment, Transfer, Promotion, Service termination, PMDS, Procedure on Incapacity Leave an ILL Health Retirement (PILIR), Leave, Injury on duty, Overtime, filling of documents, OSD Translation, Recruitment and Selection. Drafting of PERSAL mandates, attending meetings, assisting with minute keeping. Attend to queries from internal/ external clients and to any other HR related matters as delegated by Supervisor.
- ENQUIRIES** : Mr. CV Mokobodi Tel No: (011) 564 2251
- APPLICATIONS** : Applications must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311, Halfway House, 1685.
- NOTE** : Application are not required to submit copies of qualification and other relevant documents on application but must submit the new Form z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents and a detailed curriculum vitae. In order to alleviate administrative burden on HR section as well as considering the cost for applicants, departments are encouraged to request certified copies of qualification and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.
- CLOSING DATE** : 10 February 2023
- POST 03/220** : **FLEET ADMINISTRATION CLERK REF NO: EMS/FLT/05/2022 (X4 POSTS)**
Re-advertisement (applicants who applied previously are advised to re-Apply)
- SALARY** : R181 599 per annum (Level 5), (plus benefits)
- CENTRE** : Gauteng EMS: Midrand ECC (24 hrs Fleet Desk)
- REQUIREMENTS** : The incumbent must have Grade 12, completed a diploma /certificate in fleet management with relevant experience in fleet management. A valid driver`s license. Knowledge of the principles and practices of fleet

- management. Must have done a course in computer Literate in, Good interpersonal and communication skills (verbal and written)
- DUTIES** : Maintenance of EMS fleet. Exercise control over the maintenance and expenditure involved in the use of EMS vehicles. Assist in compiling and maintaining the vehicle asset register. Ensure optimal utilization of vehicles. Conduct regular inspection. Ensure that all vehicles are kept in a good roadworthy condition and that they are serviced timeously and regularly. Staff will work shifts and will be managing accident, trip authorizations, reconcile reports etc. Co-ordinate monthly transport expenditure and compile monthly reports. Perform any other duties as delegated by the supervisor the successful candidate will be responsible for providing Management of administrative support duties i.e. writing of representation on traffic infringements, vehicles Licensing renewal, bookings of vehicle repairs E-tolls, issuing of vehicle the ability to work under pressure and meet deadlines. Compilation of Monthly reports as required, and any other duties assigned.
- ENQUIRIES** : Ms. TF Chepape Tel No: (011) 564 2015
- APPLICATIONS** : Applications must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311, Halfway House, 1685.
- NOTE** : Application are not required to submit copies of qualification and other relevant documents on application but must submit the new Form z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents and a detailed curriculum vitae. In order to alleviate administrative burden on HR section as well as considering the cost for applicants, departments are encouraged to request certified copies of qualification and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.
- CLOSING DATE** : 10 February 2023
- POST 03/221** : **DATA CAPTURE CLERK (X6 POSTS)**
Re-advertisement (applicants who applied previously are advised to re-apply)
- SALARY** : R181 599 per annum (Level 05), (plus benefits)
- CENTRE** : Head Office Ref No: EMS/DATA/HO/2022 (X2 Posts)
City of Johannesburg Ref No: EMS/DATA/COJ/2022 (X1 Post)
City of Ekurhuleni Ref No: EMS/DATA/COE/2022/ (X1 Post)
City of Tshwane Ref No: EMS/DATA/COT/2022 (X1 Post)
Westrand Ref No: EMS/DATA/WEST/2022 (X1 Post)
- REQUIREMENTS** : National Senior Certificate Matric /Grade 12 equivalent qualification with 1-2 years relevant experience in Health Data management and following prescripts: DMHIS Policy, Computer literacy. Knowledge on DHIS and a valid driver's licence.
- DUTIES** : Maintenance of all EMS stations, Check and verify patient report forms (PRF) and the Daily input forms sheet before capturing, Report problems found in the Daily input sheet to the Shift Supervisors/ station manager, Capture verified data for Station in web DHIS if a Daily Data Capturing (DDC) site indicate capturing date and sign, Check for outliers, add comment. Mark record for follow up if applicable, Check for missing data, add comment and mark record for follow up and perform ad hoc duties as assigned by supervisor or District managers.
- ENQUIRIES** : Mr. RK Sekgobela Tel No: 011 564 2009
- APPLICATIONS** : Applications must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311, Halfway House, 1685.
- NOTE** : Application are not required to submit copies of qualification and other relevant documents on application but must submit the new Form z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents and a detailed curriculum vitae. In order to alleviate administrative burden on HR section as well as considering the cost for applicants, departments are encouraged to request certified copies of qualification and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Correspondence will be limited to short-listed candidates only. If you have not

been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

CLOSING DATE

10 February 2023

POST 03/222

CLIENT INFORMATION CLERK REF NO: 624 (X1 POST)

Directorate: Health Information Management (HIM) Department

SALARY

R181 599 per annum, (plus benefits)

CENTRE

Chris Hani Baragwanath Academic Hospital

REQUIREMENTS

Grade 12. Proficient in the use of computer i.e. MS Office package (MS Word, Excel and Power Point). Knowledge, skills, and competence Ability to work under pressure and be prepared to rotate within Health Information Management (HIM) department. Knowledge of Regulations and legislative framework related to health information management and ability to interpret them, Ability to handle tasks of multidisciplinary nature. Ability to liaise with (internal and external stakeholders. ability to work under pressure. Ability to handle information confidentially. Ability to work independently and in a team. Sound verbal and written communications skills. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles. Application should be prepared to go for Medical Surveillance as an inherent Job requirement.

DUTIES

Capture data on the DHIS database and update Institutional Health Information Management (HIM) Conduct rapid data quality assessment on primary source before capturing. Follow up any discrepancies with relevant service point/health care provider. Compile and submit routine reports. Complete and sign a weekly summary form for use in monthly report. Assist in timely preparation and submission of required report based on the Work Plan of the HIM unit. Source data from both electronic and (HIS) and Manual system. Ensure that data is receive regularly and follow up on non-submission. Safe keeping of records. Maintain electronical and manual records of all data used for reporting. Ensure that the primary source of data are available and ready for audit. Conduct Rapid data quality on registers and ensure data quality improvement plans are developed and implemented to address poor data quality. Escalate poor quality data challenges to the supervisors. Perform any other delegate tasks. Comply with Performance Management and Development System (Contracting, quarterly reviews and final assessment.

ENQUIRIES

Ms. B.B. Mgaga and Ms. N. Mboniswa Tel No: 011 933 9043

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. 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, service certificate 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, service certificate 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** : 10 February 2023
- POST 03/223** : **SECRETARY REF NO: JUB41/2022**
Directorate: Office of the Clinical Manager
- SALARY** : R181 599 - R213 912 per annum
CENTRE : Jubilee District Hospital
REQUIREMENTS : Must have Grade 12 and be computer literate (MS Word, Outlook, Power Point, Excel etc). Previous Secretarial experience will be an added advantage. Good communication (verbal and written), inter-personal, organisational, planning, problem solving and time management skills. Be presentable, self-driven with ability to work independently and under pressure. Must be able to handle variety of tasks and meet deadlines. Good telephone etiquette and customer orientation. Typing skills and ability to act with tact and discretion. Must be proficient in English (read, write and speak). Prepared to go an extra mile. Knowledge and application of Batho Pele principles and public service code of conduct. Be willing to undergo continuous training and development programmes.
- DUTIES** : Render effective & efficient secretarial services to the Clinical Manager Screen/transfer calls and handle telephonic enquiries as well as other enquiries from internal and external clients. Ensure the effective flow of information and documents to and from the responsible office. Typing of correspondence, submissions, memos, letters, compile agendas and take minutes during meetings. Deal with classified files and documents. Keep and update the Manager's dairy and arrange appointments for staff members and external stakeholders. Plan and organize the logistics of the meetings. Ensure office is equipped with necessary equipment and stationery. Develop and implement an efficient filing system. Overall management of the office administration function. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment. Make travel arrangements, complete S&T and transport claims. Management of the medical unit notice board.
- ENQUIRIES** : Dr OB Modise Tel No: (012) 717 9302
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** : 10 February 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** : 13 February 2023 at 12H00
- NOTE** : Applications must be submitted on a duly New signed Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, comprehensive CV, only shortlisted candidates will submit certified 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). Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. 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.

MANAGEMENT ECHELON

- POST 03/224** : **DIRECTOR: STRATEGIC SOURCING REF NO: GPT/2023/01/16**
Directorate: Provincial Supply Chain Management
Re-advertisement. Candidates who applied previously are encouraged to reapply
- 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** : Johannesburg
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) as recognized by SAQA in Supply Chain Management or BCOM or Public Administration. A relevant postgraduate qualification will be an advantage. 5 years of experience at

- Middle/Senior management level. 5 years or more years' experience in the Supply Chain Management strategic sourcing field.
- DUTIES** : To provide strategic procurement related services to client departments and entities. Assist in the development of sourcing strategies that will assist GPG to strategically procure commodities. Manage and oversee the implementation of strategic sourcing in departments and monitor cost reduction. Identify targeted spend areas; create sourcing teams that will analyze commodities leverage such commodities in order to achieve government socio-economic strategies and objectives. Analysis of spending patterns to assist optimize budget and planning process and enable sourcing practitioners to make better informed decisions. Manage and report on Service Level Agreements with client departments and entities.
- ENQUIRIES** : Ms. B Mtshizana Tel No: 011 227 9000

OTHER POST

- POST 03/225** : **ASSISTANT DIRECTOR: MUNICIPAL FINANCIAL ASSETS AND LIABILITIES REF NO: GPT/2023/01/17**
Directorate: Municipal Financial Governance

- SALARY CENTRE REQUIREMENTS** : R393 711 per annum, (plus benefits)
: Johannesburg
: A three-year tertiary qualification (NQF level 7) as recognised by SAQA Degree in Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting. 3-5 years' experience in the fields of Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting.

- DUTIES** : Monitoring of Financial assets (e.g. investments) and liabilities (borrowing) by municipalities and municipal entities to ensure compliance with the Municipal Finance Management Act (MFMA) and the MFMA Regulations. Monitoring of cash management practices by municipalities and municipal entities and ensure compliance with the MFMA and the MFMA Regulations. Conduct financial assessments and write reports. Roll out support to municipalities where required. Effective participation in intergovernmental structures.

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

DEPARTMENT OF ROADS AND TRANSPORT

- APPLICATIONS** : Applications must be forwarded to Life Centre Building, 45 Commissioner Street, Marshalltown, Johannesburg, 2107 or posted to P.O Box X83, Marshalltown, 2107 or submitted electronically through <https://professionaljobcentre.gpg.gov.za/>. The Z83 is also compulsory for online applications.

- CLOSING DATE** : 10 February 2023
- NOTE** : All shortlisted candidates will be subject to pre-employment screening (vetting). Preference will be given to women and Persons with disabilities. Applicants must utilize the new/ most recent Z83 application for employment form (compulsory) obtainable from www.dpsa.gov.za (effective from 01 January 2022), all fields in Part A to D of the Z83 form must be completed; and Part E to G noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. The questions related to conditions that prevent re-appointment under Part F must be answered. Declaration must be completed and signed. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Applications received after the closing date will be disqualified. Errors and omissions will be rectified. The Department reserves the right not to fill the position.

MANAGEMENT ECHELON

- POST 03/226** : **DIRECTOR: MAINTENANCE TECHNICAL AUXILIARY SERVICES, OFFICE SUPPORT AND COORDINATION REF NO: REFS/015551 (X1 POST)**
Branch: Roads Infrastructure
- SALARY** : R1 105 383.per annum, (all-inclusive salary package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines
- CENTRE REQUIREMENTS** : Johannesburg
An appropriate degree or national diploma in civil engineering (NQF Level 7). Registration with ECSA or equivalent will give advantage. Valid driver's license. The successful candidate should have at least 6 to 10 years management experience within the public transport environment, knowledge of roads maintenance services will be an added advantage. Extensive experience and knowledge of project management, financial management, human resource management and roads infrastructure maintenance will be required. A working knowledge and understanding of the Government regulatory frameworks and policies governing public transport and roads. Valid driver's license. NYUKELA Pre-entry certificate.
- DUTIES** : The duties of the Director are to manage maintenance technical auxiliary services, manage office support and coordination services. Manage the resources of the component and perform generic management functions. Manage Financial and Human resources, provide strategic leadership to the component; Plan, organize and control activities pertaining to the functions of the component; adhere to and promote Legislative, departmental prescripts and the Code of Conduct for the Public Service. Ensure compliance to all regulatory and legislative framework.
- ENQUIRIES** : Mr. M.O. Mokobane Tel No: (011) 355-7530

OTHER POSTS

- POST 03/227** : **DEPUTY DIRECTOR: HUMAN RESOURCES ADMINISTRATION (REFS/015638) (X1 POST)**
Branch: Corporate Services
- SALARY** : R766 584 per annum (Level 11), (all-inclusive remuneration package)
- CENTRE REQUIREMENTS** : Johannesburg
A relevant Bachelor's degree/National Diploma in Human Resources Management or equivalent NQF 6/7 qualification with 5 years' relevant junior management experience. Proven competency and experience of 5 years operational Human Resources Management experience and related fields will be an added advantage. Knowledge and understanding of PERSAL, CORE, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Act and its regulations, HR Policies and procedures. Good communication (verbal and written) skills, analytical thinking, report writing and problem-solving skills. A valid drivers' license.
- DUTIES** : To manage the Human Resources Administration sub-directorate. Provide operational leadership to the sub-directorate. Manage the sub-directorate resources including the budget in terms of the Public Finance Management Act and its regulations. To assist in the development and manage implementation of policy guidelines on general employment practices including recruitment, appointment deployment, promotion, transfer and termination services. To manage leave administration. Provide advice to line managers and employees on conditions of services including remuneration. Maintain and develop Service Level Agreements (SLAs). To compile, interpret statistics and relevant reports for management. Manage the submission of inputs on HR matters for annual reports and HR plan. Manage the conducting of internal and external audits.
- ENQUIRIES** : Ms. T. Odame-Takyi Tel No: (011) 355-7490

POST 03/228 : **SPECIALIST: HIV, AIDS, STI & TB (HAST) REF NO: REFS/015638 (X1 POST)**
Branch: Corporate Services
(1 year contract)

SALARY CENTRE REQUIREMENTS : R766 584 per annum (Level 11), (all-inclusive remuneration package)
: Johannesburg
: A relevant Bachelor's degree in Social Sciences or equivalent NQF Level 7 qualification; Registration with relevant professional Council/RPL Certificate in relation to the post. 3-5 year's middle management experience in Employee Health and Wellness/EAP. Knowledge and understanding of Employee Health and Wellness theory, practice and management; Knowledge of DPSA Employee Health and Wellness Framework and related policies e.g. Health and Productivity, Wellness management, HIV,AIDS,STI& TB, SHERQ, PILIR, Mental Health Policy Framework, NSP and Policy on Reasonable Accommodation and Assistive Devices for Employees with Disability in the Public Service; knowledge of Human Resource and Organisational Development policies, procedures and guidelines; Relevant Human Resource legislation e.g. BCEA, LRA, EEA, SDA, OHSA; COIDA A Valid Drivers' license and must be computer literate. Proficiency required in Microsoft Office Suite (especially Excel, Word, PowerPoint), A valid driver's License.

DUTIES : To manage and promote HAST program. Develop and implement interventions for reduction of vulnerability to HIV and TB infection and all modes of HIV transmission. To facilitate provision of Treatment Care and Support. Provide access to HIV Counselling and Testing, promote adherence to counselling and regular HIV testing, including those with active TB disease. To promote conducting of research, monitoring and evaluation. Develop and implement data management system for NSP indicators developed to generate quarterly and annual reports. To promote human right and access to justice. Manage and conduct workshops and campaigns to address matters relating to unfair discrimination, unfair treatment and stigma against people living with HIV and AIDS and Related ailments. Manage compilation of management reports as required. To manage COVID-19 management interventions. Present monthly, quarterly, and annual reports for the purpose of appropriate reporting by management as required. Manage the resources of the HAST programmes. Supervise and manage staff.

ENQUIRIES : Ms. T. Odame-Takyi Tel No: (011) 355-7490

POST 03/229 : **SPECIALIST: OCCUPATIONAL HEALTH AND SAFETY (OHS) REF NO: REFS/015786 (X1 POST)**
Branch: Corporate Services
(1 year contract)

SALARY CENTRE REQUIREMENTS : R766 584 per annum (Level 11), (all-inclusive remuneration package)
: Johannesburg
: A relevant National Diploma/Bachelor's degree in Environmental Health/Safety Management or equivalent in Occupational Health and Safety NQF Level 6/7 qualification; Registration with relevant professional Council/RPL Certificate in relation to the post will be added advantage. 3-5 year's middle management experience in Employee Health and Wellness/EAP/OHS. Knowledge and understanding of Employee Health and Wellness theory, practice and management; Knowledge of DPSA Employee Health and Wellness Framework and related policies e.g. Health and Productivity, Wellness management, HIV,AIDS,STI& TB, SHERQ, PILIR, Mental Health Policy Framework, NSP and Policy on Reasonable Accommodation and Assistive Devices for Employees with Disability in the Public Service; knowledge of Human Resource and Organisational Development policies, procedures and guidelines; Relevant Human Resource legislation e.g. BCEA, LRA, EEA, SDA, OHSA; COIDA A Valid Drivers' license and must be computer literate. Proficiency required in Microsoft Office Suite (especially Excel, Word, PowerPoint), A valid driver's License.

DUTIES : To manage and promote Occupational Health and safety. Manage and promote a sustained risk-free total environment. Promote compliance with the requirements of the Disaster Management Act and relevant Legislation/Municipal by-laws. Facilitate establishment and effective running of all OHS Act statutory structures. Conduct OHS audits and monitor implementation of audit recommendations. Conduct OHS inductions, incident

investigations, and hazard identification risk assessment. Develop and maintain the Departmental disaster/emergency management plan. Coordinate evacuation drills. Develop and implement OHS training programme for employees. To manage COVID-19 management interventions. Present monthly, quarterly, and annual reports for the purpose of appropriate reporting by management as required. Develop and implement mentorship programme for SHE reps, first aiders and EHW coordinators. Develop and implement OHS policies. Manage the resources of the OHS programmes. Supervise and manage staff.

ENQUIRIES : Ms. T. Odame-Takyi Tel No: (011) 355-7490

POST 03/230 : **LEGAL ADMINISTRATION OFFICER – MR5 REF NO: REFS/015689 (X3 POSTS)**

Branch: Corporate Services

SALARY : R390 360 – R953 979 per annum, (Salary will be in accordance with OSD determination).

CENTRE : Johannesburg

REQUIREMENTS : B proc or LLB and admitted as an Attorney. At least 5 years relevant experience gained after obtaining the qualification, plus the following key components: Knowledge of Administrative and Constitutional Law; Legislation and Regulations relevant to the Public Service; Legal drafting and interpretation; Knowledge of court procedures; Experience in the management of litigation. Possess the following skills: Research; Good communication skills (written and verbal); Ability to work under pressure; Ability to solve problems; A valid driver's licence and willingness to travel; Good office administration skills, planning and organizing; Computer literacy.

DUTIES : Legal drafting and interpretation. To draft, review and amend contracts and any other legal documents. To provide legal advice and opinions. To comment on legislation, policies and any other legal documents. Knowledge of Court procedure. Administer the process of appeals. Experience in the management of litigation. Coordinate and monitor the implementation of Access to Information Act and PAJA.

ENQUIRIES : Mrs. C. Matyila Tel No: 011 355 7212