

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF COMMUNITY SAFETY**

Gauteng DCS is an equal opportunity employer and gender sensitive employer, and it is its intention to promote retrospectivity in the Public Service through the filling of these posts. The Department committed to the achievement and maintenance of diversity and equity employment. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources Directives will be taken into consideration. People with disabilities are encouraged to apply.



- APPLICATIONS** : Applicants must apply online at: www.gautengonline.gov.za / <http://professionaljobcentre.gpg.gov.za>
- CLOSING DATE** : 17 February 2023
- NOTE** : Applications must be submitted on new Z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The fully completed and signed new Z83 form should be accompanied by a recently updated comprehensive CV only (only shortlisted candidates will be required to submit certified copies of qualifications). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. The Department will not accept emailed, posted or hand delivered applications.

OTHER POST

- POST 04/182** : **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT**
ADVERTISEMENT REF NO: REFS/015888
Directorate: Human Resource Management
- SALARY** : R766 584 per annum, an all-inclusive remuneration package
- CENTRE** : Johannesburg (Head Office)
- REQUIREMENTS** : Matric and National Diploma (NQF level 6) or bachelor's degree (NQF level 7), in Human Resource Management/Human Resource Development/Public Administration or Relevant equivalent qualification. 3-5 years' management /working experience i.e. Skills Development Facilitator, Assessor, and Moderator. Valid driver's license. No criminal record/ cases pending against you. Knowledge and Skills: Relevant legislation, strategies and public service regulation. Treasury regulation. Knowledge management. Understanding of government programs and projects. Applied strategic thinking. Applying technology. Knowledge of budgeting and financial management. Communication and information management. Continuous improvement. Citizen focus and responsiveness. Developing others. Diversity management. Impact and influence. Managing Interpersonal Conflict and Resolving Problems. Networking and Building Bonds. Planning and organizing. Problem-solving and decision-making. Project management. Team leadership. Team Worker. Flexible. Change orientated. Customer focus and credible. Interpersonal skill.
- DUTIES** : To manage training, skills development, and learnerships. Coordinate and facilitate training and development programmes. Implement and monitor departmental HRD Strategy. Develop and manage departmental training database. Conduct orientation and induction programme. Monitor compliance of training programmes with relevant legislation. Coordinate and develop the department's WSP. Administer Bursaries and study assistance. Develop

learnership guidelines and curricula. Identify learnership areas and alignment with the department's strategic plan and SETA's. Establish, facilitate and implement learnership and mentorship programmes. To manage and implement performance management and development system. Develop and monitor performance management framework. Administer performance rewards. Maintain performance management database. Provide technical advice and assistance on performance management issues.

ENQUIRIES : Ms. Avhatakali Nemukula Tel: 073 464 0234/066 156 6669

DEPARTMENT OF HEALTH

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

OTHER POSTS

POST 04/183 : **MEDICAL SPECIALIST REF NO: REFS/016087**

Directorate: Paediatrics and Child Health

SALARY : R1 156 308 per annum, (all-inclusive package). Please note that the salary will be adjusted according to years of experience as per OSD policy.

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Paediatric and/or a sub specialist in Paediatric Gastroenterology. Registration with the HPCSA as Medical Specialty in Paediatric and/or paediatric Gastroenterology. No experience required after registration with the HPCSA as Medical Specialist. Applicant who are paediatric speciality will be offered fellow training in paediatric gastroenterology.

DUTIES : As a consultant, the candidate will be responsible for clinical management of Paediatric gastroenterology patients and other related disciplines in Paediatrics. The incumbent will be required to lead operational and academic ward rounds including post-intake, follow-up and grand rounds. As a senior doctor in the unit, the incumbent will be required to supervise registrars, medical officers, intern doctors and students in patient care, the performance of diagnostic and therapeutic procedures. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role and clinical mentor to junior doctors and associated clinical staff. Other clinical duties will include managing patients at OPD, Subspecialty OPD or Specialty Ward Consultations within a relevant Sub-specialty; Co-ordination of sub specialist services at CMJAH and cluster hospitals for both inpatient and outpatient services; supervision of clinical technology services as required; Overseeing the development of appropriate referral pathways and development of services at referral hospitals. As this is a joint post with WITS, the candidate will participate in the academic duties of the Wits Paediatrics and related Departments/ Sub Specialties. Performance of research and supervision of research for MMed student within the department. Training and supervision of senior registrars, Registrars, Medical Officers, Medical Interns and Medical students including tutorials, teaching ward rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff and therapeutic team.

ENQUIRIES : Prof. MC. Mulaudzi Tel No: 011 488 4246, Mphelekedzeni.mulaudzi@wit.ac.za
APPLICATIONS : Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.

NOTE : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview.

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

- CLOSING DATE** : 17 February 2023
- POST 04/184** : **MEDICAL SPECIALIST GRADE 1 (TRAUMA SURGERY FELLOW) REF NO: REFS/016090 (X1 POST)**
Directorate: Surgery
- SALARY** : R1 156 308 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Appropriate qualification that allow registration with HPCSA as Medical Specialist. Full registration with the HPCSA as a Specialist Surgeon (General Surgery). Desire to train in the Subspecialty of Trauma Surgery (declaration of interest in Trauma Surgery and Critical Care is crucial).
- DUTIES** : To perform Clinical, Teaching and Research responsibilities as required by an academic surgical unit. Clinical duties: Clinical history taking, examination and assessment of patients. Requesting and analysing special investigations. Prescribing of medications and other therapies. Communicate effectively with colleagues. Ensure proper keeping of records. Perform any other duties relevant to the clinical management of patients as required by the hospital you are rotating through. Performance of diagnostics and therapeutic surgical procedures in the field of Trauma surgery. Ability and willingness to perform at least 5-6 24hours on calls per month during the fellowship on the premises. The following would be an advantage: Ability to perform vascular, neck and cardiothoracic procedures, DSTC course attended and ATLS instructor Knowledge of legislation, policies and procedures pertaining to health care users in the public sector. Six months experience as a General Surgeon before appointment will be an advantage. Supervising the management of and managing Priority 1 patients resuscitations, guide junior staff in resuscitation and Trauma and emergency Unit. Daily ICU and ward rounds. 24 hour calls on the premises to give guidance and help with emergency surgery. The calls will be supervised by a qualified Trauma Surgeon to assist in logistics and assist with unfamiliar procedures. Teaching ward rounds through the teaching hospital affiliated to the University of the Witwatersrand, Johannesburg. Duration: This is a two-year contract post. There will be a full performance appraisal after one year, and reappointment for the second year is dependent on a suitable appraisal. There will be no extension beyond a period of two years from initial appointment.
- ENQUIRIES** : Dr R Pretorius at 083 444 9128, Prof Smith Tel No: (011) 933 9267
- 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. 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

: 17 February 2023

POST 04/185

: **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/016091 (X1 POST)**

Directorate: Surgery (Fellow in Vascular Surgery)

Duration: This is a two-year contract post. There will be a full performance appraisal after one year, and reappointment for the second year is dependent on a suitable appraisal. There will be no extension beyond a period of two years from initial appointment.

SALARY

: R1 156 308 per annum, (all inclusive)

CENTRE

: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS

: Appropriate qualifications that allow registration with HPCSA as Medical Specialist in Surgery. Current FCS (SA) specialist registration with the HPCSA. Must be computer Literacy. A valid driver's license. Experience in the public sector would be an advantage. Competencies/Knowledge/Skills: Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with anaesthetic team, emergency unit nursing team, ward nursing team. Surgical skillset to manage emergency general surgery patients. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to health care users.

DUTIES

: Supervising the management of and managing patients with vascular diseases performing and supervising appropriate surgical operations. Teaching and training of interns, medical officers, registrars undergraduate teaching ward rounds and theatre management at cluster hospitals. Provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of Medical Registrars and Fellows in Surgery. Administrative duties within the Department. Coordinating logistics and obtaining equipment and pharmaceuticals. Ability to initiate and conduct research is required. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. To assist in teaching programme of both

undergraduates and postgraduates. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

**ENQUIRIES
APPLICATIONS**

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

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, 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. 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

: 17 February 2023

POST 04/186

: **MEDICAL SPECIALIST (INTERNAL MEDICINE) REF NO: HRM/2023/05**
Directorate: Clinical

**SALARY
CENTRE
REQUIREMENTS**

: R1 156 308 – R1 918 284 per annum, (OSD)
: Mamelodi Regional Hospital
: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Internal Medicine. Registration with the HPCSA as Medical Specialist in Internal Medicine. The successful candidates 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 multi-disciplinary team. No experience required.

DUTIES

: The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care. Supervising of junior medical staff, willing to do commuted overtime rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meeting and completing MEDCO Legal Documents timeously (e.g., Death certificate. Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality

		improvement plants. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related department at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities. Commuted Overtime Is Compulsory.
<u>ENQUIRIES</u>	:	Dr EB Mankge Tel No: (012) 841 8305
<u>APPLICATIONS</u>	:	Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
<u>FOR ATTENTION</u>	:	HR Manager, Mr MH Hlophe Tel No: (012) 841 8329
<u>NOTE</u>	:	Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV only. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
<u>CLOSING DATE</u>	:	24 February 2023
<u>POST 04/187</u>	:	<u>MEDICAL SPECIALIST – INTERNAL MEDICINE GRADE 1-3 REF NO: FERH/MED 02-2023 (X1 POST)</u> Directorate: Medical
<u>SALARY</u>	:	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)
<u>CENTRE</u>	:	Far East Rand Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as a Medical 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. The following will be an added advantage: preference will be given to candidates with FCP (Part 1); ACLS; AMLS; Diploma in HIV Management and with post community service Medical Officer work experience in Internal Medicine. Patient first mentality, General management skills, excellent communication skills, good professional judgement, integrity and professional dependability; leadership experience, conflict management, cost containment management, technology and computer skills, problem solving experience, coaching and mentoring experience.
<u>DUTIES</u>	:	As a consultant, the candidate will be responsible for clinical management of general medical patients. The incumbent will be required to lead operational and academic ward rounds including post-intake, follow up and ward rounds. As the most senior doctor in the unit, the incumbent will be required to supervise medical officers, intern doctors and students in patient care and the performance of diagnostic and therapeutic procedures. Other clinical duties will include managing patients at OPD, managing patients attending Subspecialty OPD or Specialty ward consultations within a relevant Sub-specialty. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role and clinical mentor to junior doctors and associated clinical staff. Co-ordination of services at Far East Rand Hospital and cluster hospitals for both inpatient and outpatient services. Supervision of clinical technology services as required. Overseeing the development of appropriate referral pathways and development of services at referral hospitals. Essential 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. Invited candidates will be subjected to employment vetting process and medical surveillance. Academic: performance of research within the department. Supervision of research within the department. Training and

		supervision of Medical Officers, Medical Interns and Medical students including tutorials, teaching ward rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff.
<u>ENQUIRIES</u>	:	Dr PS Lobo Tel No: 011 812 8546
<u>APPLICATIONS</u>	:	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>	:	17 February 2023
<u>POST 04/188</u>	:	<u>MEDICAL OFFICER REFS NO: SBAH 0012/2023 (X2 POSTS)</u> Directorate: Orthopaedics
<u>SALARY</u>	:	Grade 1: R858 528 per annum, plus benefits Grade 2: R981 639 per annum, plus benefits Grade 3: R1 139 217 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Registration with HPCSA as an independent medical practitioner. Must have passed primary exam of College of Medicine South Africa. Six months' experience in orthopaedics will be an added advantage.
<u>DUTIES</u>	:	Clinical care of orthopaedic patients. Teaching of junior medical staff and medical students.
<u>ENQUIRIES</u>	:	Prof. MV Ngcelwane Tel No: 012 354 1666
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	The application <u>must only include</u> a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	17 February 2023
<u>POST 04/189</u>	:	<u>MEDICAL OFFICER GRADE 1 REF NO: REFS/016092 (X1 POST)</u> Directorate: Cardiology
<u>SALARY</u>	:	R858 528 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with the HPCSA. No experience required.
<u>DUTIES</u>	:	The incumbent will be responsible to on a daily basis review CCU patients and update their clinical records and treatment on appropriate charts or files; attend daily CCU ward rounds with the on call Fellow and/ or Consultant; perform all investigations on patients and ensure that same is recorded and kept up to date in the patient 's inpatient charts; performance of practical procedures relevant to the care of patients; attend to all out-patients clinics as allocated by

the head of the department; and attend to any other clinical, teaching or research as may be assigned by the head of the departments. Furthermore, the incumbent is expected to attend all relevant administrative departmental meetings and to complete MEDICO Legal Documents timeously (e.g. Death certificates); Reduce medical litigation by exercising good clinical ethos; Implement and monitor adherence to National Core Standards (norms and standards): and be willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

- 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 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. 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** : 17 February 2023
- POST 04/190** : **MEDICAL OFFICER REF NO: REFS/015963**
Directorate: Radiology
- SALARY** : Grade 1: R858 528 per annum, (all inclusive)
Grade 2: R981 639 per annum, (all inclusive)
Grade 3: R1 139 217 per annum, (all inclusive)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : MBChB qualification. Registration with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. Evidence of ongoing clinical work and experience. Ultrasound experience and qualification will be an added advantage.
- DUTIES** : Services rendering in ultrasound. Research initiatives and duties as needed by the HOD.
- ENQUIRIES** : Prof F.E Suleman Tel No: (012) 318 6877
- 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
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	17 February 2023
<u>POST 04/191</u>	:	<u>ASSISTANT MANAGER NURSING SPECIALTY PNB-4 (MIDWIFERY) REF NO: REFS/TMH/2023/01/01 (X1 POST)</u> Directorate: Nursing Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R642 942 – R723 624 per annum, plus benefits Tambo Memorial Hospital Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of ten (10) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/ recognizable experience in the speciality after obtaining the one-year post-basic qualification in Advanced Midwifery. At least three (3) years of the period referred to above must be appropriate/ recognizable experience at a Management level. Diploma/ Degree in Nursing Administration, Computer literacy, knowledge and insight of Nursing processes, procedures, statutes and other relevant public service acts. Decision and problem-solving skills, interpersonal and conflict management skills. Knowledge of Ideal hospital framework, norms and standards, Batho Pele principles. Good communication skills, supervisory and analytical skills. Basic understanding of Human Resources and Financial management policies and practices.
<u>DUTIES</u>	:	Manage and co-ordinate the implementation of holistic, comprehensive, specialized Nursing care in the Maternity component, in conjunction with team members within a professional and legal framework. Ensure the maintenance of quality care standards in the Obstetrics & Gynaecological services. Ensure adequate supervision of staff and provision of quality patient care in an efficient and cost effective manner. Ensure effective utilization of all infection control and prevention practices by all staff including support services and cleaning staff. Supervise the implementation of health care delivery policies procedures, clinical guidelines and protocols, operational and strategic plans aimed at improving service delivery. Execute disciplinary code and grievance procedure up to the required level and then refer to the Deputy Manager Nursing. Facilitate implementation of departmental priorities and National Core Standards. Monitor and evaluate the care, ensure effective data management. Ensure that ethics and professionalism is maintained, demonstrate effective communication with staff, patients and multidisciplinary and other stakeholders. Ability to present PIPP and CHIPP programme. Monitor and evaluate Maternity and perinatal statistics. Oversee all aspects related to Mother and child (Malnutrition, FP, BFHI and CARMMA). Improve quality care through reduction of public complaints and waiting times.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. C.M Malekane Tel No: (011) 898 8311 Applications can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459.
<u>NOTE</u>	:	Applications must include only completed and signed new Form Z83, obtainable from any Public Service Department or on

(www.dpsa.gov.za/documents) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Only the shortlisted candidates will be required to submit certified copies of Identity document, Senior Certificate and highest required qualification as well as a driver's licence where necessary on or before interviews. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Foreign qualifications will only be submitted by shortlisted candidates. Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. 17 February 2023, Time: 12h00

CLOSING DATE

:

POST 04/192

:

ASSISTANT MANAGER (SPECIALITY) REF NO: JHBHEATLH/01

Re-advertisement, those who have previously apply must re-apply.

SALARY

:

R642 942 per annum, plus benefits

CENTRE

:

JHB Health District (Place of Work: Zola CHC)

REQUIREMENTS

:

A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Candidate should be currently registered with SANC. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 10 years; appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management/supervisory level. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). Financial management and human resource management; Leadership, organizational, decision making and problem-solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation. Computer literacy is compulsory.

DUTIES

:

Demonstrate effective communication with patients, supervisors, other Health Professionals, and junior colleagues including more complex report writing when required. Work as part of a multi-disciplinary team to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial, and religious differences. Be able to manage own work, time, and that of junior colleagues to ensure proper nursing service delivery. Promote patient advocacy and ensure that all clinics adhere to the Batho Pele principles and quality priorities. Be able to develop contacts, build & maintain a network of professional relations to enhance service delivery. To always ensure compliance to professional and ethical standards. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facilities. Facilitate provision of a comprehensive package of service at PHC level. Support all clinics to adhere to effective implementation of Service and Quality Improvement Plans, Occupational Health and Safety as well as Quality Assurance Program etc. Ensure compliance with clinical protocols, norms and standards within the clinics. Support clinics to adhere to the Office of the Health Standards Compliance requirements, Ideal clinic compliance and support PHC re-engineering program implementation at all clinics. Support management and control of Human, Financial and material resources. Monitor utilization of budget to ensure that the clinics function within the allocated budget. Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS); develop and implement staff training plan. Attend to grievances of managers and staff. Administer discipline; and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of daily, weekly, monthly, quarterly reports, annual reports and any other required report using the expected submission standard. Manage implementation of Infection Prevention and Control guidelines. Oversee implementation of the COVID 19 vaccination program. General administration duties and management soft skills is mandatory.

ENQUIRIES

:

Mrs. M. Mazibuko Tel No: (010) 345 4324 / 011 527 1086

- APPLICATIONS** : must be submitted to this email: SubDistrictD.JobApplications@gauteng.gov.za, Applicants must indicate the post reference number as subject of the email.
- NOTE** : Applications must be filled on a new Z83 form and recently updated CV. Candidates need not to attach copies of supporting documents (ID & Qualifications). Only shortlisted candidates will be required to bring certified documents during or before interview date. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body (Only when shortlisted) Recommended candidates will be subjected to security screening, reference, vetting and medical process. 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. If you have not being consulted in three months after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender, and disability. People with disabilities are welcome to apply.
- CLOSING DATE** : 17 February 2022
- POST 04/193** : **PNA7 ASSISTANT MANAGER NURSING AREA (GENERAL) REF NO: REFS/015964**
Directorate: Nursing Management
- SALARY** : R588 378 per annum, (plus benefit)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Grade 12. Basic qualification accredited with South African Nursing Council in terms of Government Notice 425 i.e. Diploma / Degree in Nursing as a Professional nurse or equivalent qualification that allows registration with SANC as a Professional Nurse (Statutory requirements). Diploma in Nursing Management / Administration will be given a priority. Diploma in Education will be an added advantage. A minimum of 8 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing, at least 3 years of the period referred to above must be appropriate / recognizable experience at management level preferably for inpatient management in the Hospital. Current (2023) SANC receipt. Computer literacy and driver's license will be an added advantage. Knowledge of Nursing care processes and procedures, nursing statutes, National Core Standards and other relevant Legal frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Interpersonal skills including conflict management and counseling. Effective communication with supervisors and other health professionals including more complex report writing.
- DUTIES** : Coordination of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Manage effectively supervision and utilization of resources. i.e. human, material and monitoring of services. Coordination of provision of effective training and research. Maintain professional growth / ethical standards and self-development. Display a concern of patients by promoting, advocating, facilitating proper treatment and care by ensuring that the unit adheres to the Principles of Batho Pele and patient centered nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and Nursing Standards. Promote quality of Nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Able to manage own work and that of units reporting to the post and ensure appropriate interventions to enhance nursing services at facility level. Work effectively and amicably, at management level with persons of diverse intellectual, cultural racial or religious differences.

- ENQUIRIES APPLICATIONS** : Ms K.A Kelembe Tel No: (012) 318-6634
 : 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** : 17 February 2023
- POST 04/194** : **PNA7 ASSISTANT MANAGER (GENERAL) NURSING AREA (NIGHT DUTY) REF NO: REFS/015965**
 Directorate: Nursing Management
- SALARY CENTRE REQUIREMENTS** : R588 378 per annum, (plus benefit)
 : Kalafong Provincial Tertiary Hospital
 : Grade 12. Basic qualification accredited with South African Nursing Council in terms of Government Notice 425 i.e. Diploma / Degree in Nursing as a Professional nurse or equivalent qualification that allows registration with SANC as a Professional Nurse (Statutory requirements). Diploma in Nursing Management / Administration will be given a priority. Diploma in Education will be an added advantage. A minimum of 8 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing, at least 3 years of the period referred to above must be appropriate / recognizable experience at management level preferably for inpatient management in the Hospital. Current (2023) SANC receipt. Computer literacy and driver's license will be an added advantage. Knowledge of nursing care processes and procedures, nursing statutes, National Core Standards and other relevant Legal frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Interpersonal skills including conflict management and counseling. Effective communication with supervisors and other health professionals including more complex report writing.
- DUTIES** : Coordination of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Manage effectively supervision and utilization of resources. i.e. human, material and monitoring of services. Coordination of provision of effective training and research. Maintain professional growth / ethical standards and self-development. Display a concern of patients by promoting, advocating, facilitating proper treatment and care by ensuring that the unit adheres to the Principles of Batho Pele and patient centered nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and Nursing Standards. Promote quality of Nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Able to manage own work and that of units reporting to the post and ensure appropriate

interventions to enhance nursing services at facility level. Work effectively and amicably at management level with persons of diverse intellectual, cultural racial or religious differences.

**ENQUIRIES
APPLICATIONS**

: Ms K.A Kelemebe Tel No: (012) 318-6634
: 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

: 17 February 2023

POST 04/195

: **ASSISTANT MANAGER NURSING AREA: NIGHT DUTY - PN-A7 REF NO: CHBAH 625 (X1 POST)**
: Directorate: Nursing Services (Medicine & Psychiatry Functional Business Unit)

**SALARY
CENTRE
REQUIREMENTS**

: R588 378 per annum, (plus benefits)
: Chris Hani Baragwanath Academic Hospital
: A Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of (8) eight years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least (3) three years of the period referred to above must be appropriate/recognizable experience at Management Level or as a Night Coordinator/Supervisor in Medicine or Psychiatry Departments. A post basic qualification in Nursing Administration will be an added advantage. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (MS Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills.

DUTIES

: Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e., inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage effective utilization and supervision of human, financial and material resources in the department at night. Provide management support, guidance and direction to personnel under her or his supervision towards the realization of strategic goals and objectives of the Nursing Department on night duty. Co-ordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development.

**ENQUIRIES
APPLICATIONS**

: Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134
: 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. 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

: 17 February 2023

POST 04/196

: **OPERATIONAL MANAGER SPECIALTY (PNB3) REF NO: CHBAH 626 (X1 POST)**

Directorate: Outpatient Department (Orthopaedic Clinic)

SALARY CENTRE REQUIREMENTS

: R588 378 per annum, (plus benefits)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Basic R425 qualification (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic nursing qualification with duration of (1) one year, accredited with SANC in Orthopaedic Nursing Science. A minimum of (9) nine years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least (5) five years of the period referred to above must be appropriate or recognisable experience after obtaining the (1) one year post basic qualification in Orthopaedic Nursing Science. Current registration with the South African Nursing Council. A post basic qualification in Nursing Administration will be an added advantage. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Qualification in Nursing Administration or one year experience in management will be an added advantage. Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovate, problem solving, communication and decision-making skills. Strong leadership, conflict resolution and sound interpersonal skills are necessary. Understanding of Ideal hospital framework, PFMA, Labour relations and other relevant legislative frameworks. Prepared to do night duty and corridor supervision under the supervision of an Area Manager. Report writing skills.

DUTIES

: Supervision over day-to-day operations of the unit. Manage effective utilization and supervision of human, financial and material resources. Promote quality of nursing care as directed by the scope of practice. Maintain professional growth/ethical standards and self-development. Promote nursing ethos and professionalism. Involvement in the Hospital Quality Assurance and Quality Improvement programmes. Coordinate unit meetings and liaison with members of the multidisciplinary team. Maintain a positive practice environment and participate in education and training of nurses. Implement policies and standard operating procedures in Nursing Practise.

<u>ENQUIRIES</u>	:	Mr B Mulaudzi Tel No: (011) 933 9779/0134
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	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 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.
<u>CLOSING DATE</u>	:	17 February 2023
<u>POST 04/197</u>	:	<u>OPERATIONAL MANAGER SPECIALTY (PNB3) REF NO: CHBAH 627 (X1 POST)</u> Directorate: Medicine and Psychiatric Functional Business Unit)
<u>SALARY</u>	:	R588 378 per annum, (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic nursing qualification with duration of (1) one year, accredited with SANC in Psychiatric Nursing Science. A minimum of (9) nine years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least (5) five years of the period referred to above must be appropriate or recognisable experience after obtaining the (1) one year post basic qualification in Psychiatric Nursing Science. Current registration with the South African Nursing Council. Qualification in Nursing Administration or one year experience in management will be an added advantage. Competencies/knowledge/skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovate, problem solving, communication and decision-making skills. Strong leadership, conflict resolution and sound interpersonal skills are necessary. Understanding of Ideal hospital framework, PFMA, Labour relations and other relevant legislative frameworks. Prepared to do night duty and corridor supervision under the supervision of an Area Manager. Report writing skills.
<u>DUTIES</u>	:	Supervision over day-to-day operations of the unit. Manage effective utilization and supervision of human, financial and material resources. Promote quality of nursing care as directed by the scope of practice. Maintain professional growth/ethical standards and self-development. Promote nursing ethos and

professionalism. Involvement in the Hospital Quality Assurance and Quality Improvement programmes. Coordinate unit meetings and liaison with members of the multidisciplinary team. Maintain a positive practice environment and participate in education and training of nurses. Implement policies and standard operating procedures in Nursing Practise.

**ENQUIRIES
APPLICATIONS**

: Mr B Mulaudzi Tel No: (011) 933 9779/0134
: 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. 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

: 17 February 2023

POST 04/198

: **OPERATIONAL MANAGER SPECIALTY PNB-3 (MIDWIFERY) REF NO:
REFS/TMH/2023/01/02 (X1 POST)**
Directorate: Nursing Services

**SALARY
CENTRE
REQUIREMENTS**

: R588 378 – R662 220 per annum, plus benefits
: Tambo Memorial Hospital
: Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in General Nursing Science) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post-basic qualification in Midwifery and Neonatal Nursing Science with duration of one year accredited with SANC in terms of Government Notice R212. A Minimum of 9 years appropriate/ recognizable experience in Nursing, after registration as a Professional Nurse with the SANC in General Nursing. Atleast 5 years of the period mentioned above must be appropriate recognizable experience after obtaining 1-year post-basic qualification in Midwifery and Neonatal Nursing Science.

DUTIES

: Overall supervision and control of quality patient care in the unit. Ensure the formulation and availability of clinical patient care protocols and policies in her department. Efficient implementation and evaluation of patient care programmes in the unit according to department's strategic goals. Ensure adequate and appropriate staffing according to patient's needs. Effective monitoring and management of absenteeism. Accountable for overall and effective management of nursing duties. Establish efficient communication with

the multidisciplinary team. Responsible for the implementation of disciplinary measures. Secure and allocate resources and budget to achieve workplace objectives. Proactively identify performance requirements to improve team work. Ensure performance, evaluation, management and development of staff. Ensuring the adherence to National Core Standards.

**ENQUIRIES
APPLICATIONS**

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

NOTE

: Applications must be filled on a new Z83 form (obtainable from any Public Service Department or on (www.dpsa.gov.za/documents) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Only the shortlisted candidates will be required to submit certified copies of Identity document, Senior Certificate and highest required qualification as well as driver's licence where necessary on or before interviews. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Foreign qualifications will only be submitted by shortlisted candidates. Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE

: 17 February 2023, time: 12H00

POST 04/199

: **OPERATIONAL MANAGER SPECIALTY PNB3- ONCOLOGY NURSING SCIENCE (GYNAECOLOGY) (X1 POST)**
Directorate: Nursing

**SALARY
CENTRE
REQUIREMENTS**

: R588 378 – R652 434 per annum, (plus benefits)
: Dr. George Mukhari Academic Hospital
: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with duration of at least 1 year accredited with SANC in the relevant specialty. Registration with SANC as Professional Nurse. Current registration as Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the Gynaecology Oncology Nursing, after obtaining the 1 year post basic qualification in the relevant specialty. Computer literacy and Nursing Management / Administration will serve as an added advantage. Ability to function as part of a team and display good professional image.

DUTIES

: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determine by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and subordinates, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Implement nursing legislations and related legal and ethical nursing practices. Compile and analyze reports to improve quality of patient care. Manage resources effectively and efficiently in the unit. Promote the achievement of National Core Standards/Ideal Hospital Realization Framework targets. Must be prepared to work night shifts when needs arise and relieve the supervisor when required.

- ENQUIRIES** : Dr FF Mafisa Tel No: 012 529 3873
- APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed CV, only shortlisted candidates will be required to submit the certified documents on or before the interview date. The specific reference must be quoted Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 17 February 2023, closing time will be 12h00 on the closing date
- POST 04/200** : **OPERATIONAL MANAGER SPECIALTY PNB3- ONCOLOGY NURSING SCIENCE (X1 POST)**
Directorate: Nursing
- SALARY** : R588 378 – R652 434.per annum, (plus benefits)
- CENTRE** : Dr. George Mukhari Academic Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with duration of at least 1 year accredited with SANC in the relevant specialty. Registration with SANC as Professional Nurse. Current registration as Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the Oncology Nursing, after obtaining the 1 year post basic qualification in the relevant specialty. Computer literacy and Nursing Management / Administration will serve as an added advantage. Ability to function as part of a team and display good professional image.
- DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determine by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and subordinates, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Implement nursing legislations and related legal and ethical nursing practices. Compile and analyze reports to improve quality of patient care. Manage resources effectively and efficiently in the unit. Promote the achievement of National Core Standards/Ideal Hospital Realization Framework targets. Must be prepared to work night shifts when needs arise and relieve the supervisor when required.

- ENQUIRIES** : Dr FF Mafisa Tel No: 012 529 3873
- APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed CV, only shortlisted candidates will be required to submit the certified documents on or before the interview date. The specific reference must be quoted Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993
- CLOSING DATE** : 17 February 2023, closing time will be 12h00 on the closing date
- POST 04/201** : **OPERATIONAL MANAGER – MOU (SPECIALTY) REF NO: JHBHEALTH/02**
Re-advertisement, those who have previously apply must re-apply.
- SALARY** : R588 378 per annum, (plus benefits)
- CENTRE** : Zola CHC & Lilian Ngoyi CHC
- REQUIREMENTS** : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Candidate should be currently registered with SANC. A minimum of 09 years; appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). A post-basic nursing qualification in Advanced Midwifery and Neonatal Nursing Science with a duration of at least one year accredited with the SANC. At least 5 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty which is Advance Midwifery and Neonatal Nursing Science. Computer literacy. Knowledge of clinical work in obstetric nursing. Knowledge of all legislation relevant to healthcare service. Financial management and human resource management; Leadership, organizational, decision making and problem-solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation.
- DUTIES** : Ensure proper general management of the maternal obstetric unit, personnel, patients and resources. Teach, delegate, monitor and evaluate performance/ appraise personnel. Deputize the clinic manager in her/ his absence. Ensure clinical practice by the clinical team in accordance with the scope of practice and Nursing Standards. Compile reports, analyze data, identify gaps and take remedial steps. Ensure proper record keeping. Provide comprehensive Mother, Child, Woman, & Neonatal Services. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the Office of the Health Standards Compliance and Ideal Clinic. Ensure community participation, manage Labour Relation issues. Ensure implementation of government polices including quality priorities, Batho Pele and Patients' Rights. Liaise with all relevant stake holders to improve services rendered. Ensure management of multi-disciplinary teams within the facilities. Provide comprehensive Primary Health Care service. Ensure effective, efficient, coordination and integration of quality health care services. Empower staff to prevent occurrence of Patient Safety Incidents (PSI). Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS). Develop and implement staff training plan. Ensure effective implementation of services, Quality Improvement Plans, Occupational Health and Safety as well as Quality Assurance Program etc. Ensure compliance with clinical protocols, Norms and Standards within the

clinic. Adhere to the Office of the Health Standards Compliance requirements and ensure effective achievement on ministerial priorities, Ideal clinic compliance and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Attend to grievances of staff, administer discipline, and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of daily, weekly, monthly, quarterly and annual reports. Manage and implement COVID19 guidelines. General administration duties and management soft skills is mandatory.

ENQUIRIES : Mrs. M. Mazibuko Tel No: (010) 345 4324 / 011 527 1086
APPLICATIONS : must be submitted to this email: SubDistrictD.JobApplications@gauteng.gov.za,

NOTE : Applications must be filled on a new Z83 form and recently updated CV. Candidates need not to attach copies of supporting documents (ID & Qualifications). Only shortlisted candidates will be required to bring certified documents during or before interview date. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body (Only when shortlisted) Recommended candidates will be subjected to security screening, reference, vetting and medical process. 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. Applicants must indicate the post reference number as subject of the email. If you have not being consulted in three months after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender, and disability. People with disabilities are welcome to apply.

CLOSING DATE : 17 February 2022

POST 04/202 : **OPERATIONAL MANAGER (SPECIALTY) REF NO: JHBHEATLH/03**
 This is re-advertisement, those who have previously apply must re-apply.

SALARY : R588 378 per annum, (plus benefits)
CENTRE : Noordgesig Clinic
REQUIREMENTS : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Candidate should be currently registered with SANC. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 09 years; appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). Financial management and human resource management; Leadership, organizational, decision making and problem-solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation. Computer literacy.

DUTIES : To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by the facility. To always ensure compliance to professional and ethical standards. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facility. Facilitate provision of a comprehensive package of service at PHC level and ensure that the unit adheres to the principles of Batho Pele. Ensure effective implementation of Service and Quality Improvement Plans, Occupational Health and Safety as well as Quality Assurance Program etc. Ensure compliance with clinical protocols, norms and standards within the clinic. Adhere to the Office of the Health Standards Compliance requirements and ensure effective achievement on ministerial priorities, Ideal Clinic compliance and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS), develop and

implement staff training plan. Attend to grievances of staff and administer discipline and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of daily, weekly, monthly, quarterly, and annual reports. Participate in implementation of COVID19 vaccination and compliance to guidelines thereof. General administration duties and management soft skills is mandatory.

ENQUIRIES : Mrs. M. Mazibuko Tel No: (010) 345 4324 / 011 527 1086
APPLICATIONS : must be submitted to this email:
SubDistrictD.JobApplications@gauteng.gov.za

NOTE : Applications must be filled on a new Z83 form and recently updated CV. Candidates need not to attach copies of supporting documents (ID & Qualifications). Only shortlisted candidates will be required to bring certified documents during or before interview date. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body (Only when shortlisted) Recommended candidates will be subjected to security screening, reference, vetting and medical process. 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. Applicants must indicate the post reference number as subject of the email. If you have not being consulted in three months after the closing date, please accept that your application was unsuccessful. The Department of Health (Gauteng) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect in respect of race, gender, and disability. People with disabilities are welcome to apply.

CLOSING DATE : 17 February 2022

POST 04/203 : **OPERATIONAL MANAGER NURSING GENERAL PNA-5 (X2 POSTS)**
Directorate: Nursing

SALARY : R464 466 – R522 756 per annum, (plus benefits)
CENTRE : Dr. George Mukhari Academic Hospital
REQUIREMENTS : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A minimum of seven (7) years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Service record must be submitted. Computer literacy, Nursing Management / Administration and Knowledge in Priority Health Programmes will be an added advantage. Ability to function as part of a team and display good professional image.

DUTIES : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Able to manage own work, time and that of subordinate to ensure proper nursing service in the units. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Compile and analyse reports to improve quality of patient care. Participate in training, research, and self-development. Promote achievement of National Core Standards/Ideal Hospital targets. Be prepared to work shifts when the need arises, including rotating and relieving on night duty. Relieve Assistant Manager where necessary. Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES : Dr. FF Mafisa Tel No: 012 529 3873
APPLICATIONS : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or

posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

NOTE

: The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed CV, only shortlisted candidates will be required to submit the certified documents on or before the interview date. The specific reference must be quoted Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

: 17 February 2023, closing time will be 12h00 on the closing date

POST 04/204

: **MAMMOGRAPHER REF NO: HRM /2023/07**
Directorate: Radiology

SALARY
CENTRE
REQUIREMENTS

: R413 688 – R618 396 per annum
: Mamelodi Regional Hospital
: National Senior Certificate. National Diploma or Degree in Diagnostic Radiography Qualification, and a Speciality certificate in Mammography. Candidate must be registered with the HPCSA as an independent diagnostic radiographer and Mammography. Three years' experience required after registration with the HPCSA as a mammography. Computer skills, excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity, and high work ethic. Good interpersonal skills and teamwork necessary. Knowledge of Public Service legislation, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge and relevant experience in mammography procedures, Quality Assurance and Quality Control, and Record keeping processes are essential. Work as a diagnostic radiographer in the absence of mammography work, and to do shifts as and when required is an essential requirement.

DUTIES

: Perform Mammography work in accordance with gained competencies and skills. Have a fair knowledge of, provisioning procedures, health and safety protocols and procedures. Work as a diagnostic radiographer in the absence of mammography patients. Observe QC and QA protocols and policies as required by Radiation Control, management of the mammography unit: booking of the mammography patients, doing mammography statistics, teaching of basic mammography techniques to students. Managing allocated resources, adhered to and ensure that the budget is controlled. Continuous personal and departmental development, departmental responsibilities and voluntary involvement, general patient support and patient care. Supervise subordinates. Ensure regular servicing of the mammography machine. Perform any other duty that may be delegated by the supervisor. Must be able to work independently without supervision. Participate in providing 24-hour Radiographic services in the hospital. Be part of the stand-by allocation or roster. Adhere to Batho Pele Principles, Regulated Norms and Standards and Ideal Hospital Realisation and Maintenance framework, Quality Assurance and other Public Service policies and Acts. Manage conflict and implement corrective measures as and when necessary. Carry out duties delegated by the Departmental Management (Head Office). Must work harmoniously with other healthcare workers within the Institution.

ENQUIRIES
APPLICATIONS

: Ms. MD Danke Tel No: 012-842- 0945
: Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.

FOR ATTENTION

: HR Manager. Mr MH Hlophe Tel No: (012) 841 8329

- NOTE** : Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV only. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
- CLOSING DATE** : 24 February 2023
- POST 04/205** : **MAMMOGRAPHY RADIOGRAPHER REF NO: REFS/015967**
Directorate: Diagnostic Radiography
- SALARY** : Grade 1: R413 688 per annum, (plus benefits)
Grade 2: R487 305 per annum, (plus benefits)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Grade 12 with National Diploma or Degree in Diagnostic Radiography Qualification. Certificate in Mammography. The applicant must have registered mammography as an additional qualification with HPCSA. Minimum of one (1) year experience as a Mammography Radiographer in a digital environment. Knowledge of different procedures and modalities for demonstrating breast anatomy and physiology. Knowledge of different invasive procedure and safety standards thereof. Knowledge of public service legislation, policies and procedures. Quality Assurance and accreditation standards. Must be willing to rotate in any different imaging areas within Radiography department to meet service needs. Must be able to cope with the physical demands of the position. Be able to work in a team and under pressure. Must be willing to work weekends, public holidays and overtime when required. Computer skills, excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity and high work ethics. Good interpersonal relations. Knowledge of Public Service legislation, policies and procedures. Knowledge of current DOH guidelines and policies governing the Health sector and Radiography profession.
- DUTIES** : Perform examinations with the necessary patient care to maintain client satisfaction. Understand and know the anatomy, physiology and pathology of the breast. Understand and execute basic as well as advanced principles of Mammography, assist in invasive procedures. Perform quality assurance tests and procedures as required. Compile and present statistics. Teach and demonstrate different procedures to trainee radiographers as well as students. Retrieve and organise different laboratory results, promote importance of breast self-examination and organize breast health campaigns. Manage Mammography unit by planning, organising and controlling resources to aid in the imaging process. Supervise and manage staff. Participate and plan commissioning of the new imaging facilities. Maintain the ALARA.
- ENQUIRIES** : Mr. T Nyathi Tel No: (012) 318-6658
- 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** : 17 February 2023
- POST 04/206** : **NUCLEAR MEDICINE RADIOGRAPHER (X1 POST)**
Directorate: Nuclear Medicine
(Re-advert)
- SALARY** : R401 640 – R459 231 per annum, (plus benefits)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : Bachelor of Nuclear Medicine Technology or equivalent. Registration with HPCSA as Nuclear Medicine Radiographer and current up to date registration. Competencies/skills: General gamma imaging skills, exposure and experience in PET/CT imaging. Ability to conduct camera quality control and hot lab experience with ability in labelling of radiopharmaceutical. Good planning, organisational and presentation skills. Sound knowledge of regulations pertaining to the Hazardous Substances Act of 1973 in accordance with the South African Health Products Regulatory Authority. Well versed with conditions of radiation safety practice. Excellent communication skills (verbal, written, conflict management) and interpersonal skills. A good knowledge of analytical, report writing skills and computer skills.
- DUTIES** : Hot lab duties and labelling of radiopharmaceuticals. Performing QC of all equipment, gamma camera imaging techniques and PET/CT imaging. Dosimetry evaluations in collaboration with medical physicist and radiation safety implementation. Scheduling of patients, patient booking, protocol updates, teaching and general Nuclear Medicine services.
- ENQUIRIES** : Dr FF Mafisa Tel No: 012 529 3873
APPLICATIONS : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001 or www.gautengonline.gov.za
- NOTE** : Applicants who applied previously are encouraged to apply again. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Applicants are not required to submit copies of qualification and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Only Shortlisted Candidates Will Be Required To Submit The Certified Documents. The specific reference must be quoted.. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 17 February 2023, closing time will be 12h00 on the closing date
- POST 04/207** : **PROFESSIONAL NURSE (SPECIALTY TRAUMA) REF NO: HRM/2023/08**
Directorate: Nursing
- SALARY** : R400 644 – R606 042 per annum, (plus benefits)
CENTRE : Mamelodi Regional Hospital
REQUIREMENTS : National Senior certificate basic R425 qualification, diploma/degree in nursing qualification that allows registration with SANC as a professional nurse. Current registration with SANC. A post basic qualification with a duration of at least one year accredited with SANC in trauma speciality. A minimum of 4 years appropriate/recognized experience in nursing after registration as a professional nurse with SANC in general nursing.
- DUTIES** : Perform both clinical and administrative duties as required as per SANC requested. Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care, provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the nursing act, occupational health and safety act and all other applicable prescripts. Demonstrate effective communication with patients, supervisors,

and other health professionals and junior colleagues including complex report writing as required. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Develop and implement quality assurance program, policies, operational plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of patient's complaints and waiting time. Promote quality of nursing care as directed by the professional scope of practice and standard as determined by the institution and other regulating bodies.

- ENQUIRIES** : Ms. S Mahlangu Tel No: 012-841-8329
- APPLICATIONS** : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
- FOR ATTENTION** : HR Manager. Mr MH Hlophe Tel No: (012) 841 8329
- NOTE** : Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSSA website and a detailed CV only. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
- CLOSING DATE** : 24 February 2023
- POST 04/208** : **OCCUPATIONAL THERAPIST GRADE 1-3 REF NO: SBAH 014/2023 (X1 POST)**
Directorate: Occupational Therapy
- SALARY** : R332 427 per annum, plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : Relevant Degree in Occupational Therapy. Registration with the Health Professional Council of South Africa as an independent practitioner. Candidates should have sound knowledge of general Occupational Therapy principles including rehabilitation, assessment and analysis in all the fields of Occupational Therapy. Good verbal and written communication skills. Ability to work in a multidisciplinary team. Ability to work under pressure in an acute and changing environment. Must be driven, customer focused individual with excellent planning, organizing, good inter-personal relations and presentation skills.
- DUTIES** : Render and manage Occupational Therapy services that comply with standards and norms. Implement individual and group programmes in keeping with recovery model. Adhere to provincial, hospital and departmental policies, procedures and regulations. Rotate in clinical sub-sections in Occupational Therapy. Participate in Quality Assurance Audits. Manage allocated human resources. Participate in continuous professional development and facilitate those of subordinates according to HPCSA and government regulations in allocated area of work. Provide training to allocated occupational therapy students and medical students as required and contribute to research activities. Participate in research programmes. Exercise care with all consumables and equipment.
- ENQUIRIES** : Mr. T Ncwane Tel No: 012 354 1665
- APPLICATIONS** : Applications must be submitted to Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver`s license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose

		appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	17 February 2023
<u>POST 04/209</u>	:	<u>SPEECH THERAPIST REF NO: REFS/016086</u> Directorate: Speech Therapy and Audiology
<u>SALARY</u>	:	Grade 1: R332 427 per annum
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the Speech and Audiology profession. (RSA: No experience required after registration with the HPCSA in the Speech and Audiology profession in respect of RSA qualified employees who performed community service in Speech and Audiology profession as required in South Africa). Foreigner: 1-year relevant experience after registration with HPCSA in the Speech and Audiology profession in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Knowledge: Public Service Act and Regulations. Batho-Pele principles. PFMA. Quality Assurance. Labour relations: Disciplinary and Conflict Management Procedures. Skills: Communication (written and verbal). Ability to work under pressure in a challenging environment. Interpersonal and Listening skills. Computer Literacy. Research skills. The following will be an added advantage: A degree in Speech Therapist or Speech Therapist and Audiologist from a recognized University. Experience in VFS/MBS, Alternative Augmentative Communication (Low and High Tech), Laryngectomy patients, Neurological disorders and TBI, Head and neck cancers, Tracheostomies and Voice disorders will be added advantage.
<u>DUTIES</u>	:	To provide effective speech, language and dysphagia therapy to in and out patients. Assessing, diagnosing and managing patients within a multi-disciplinary team setting. Planning and problem solving appropriately. Providing education and counselling to patients, family and caregivers. Selecting issuing and training appropriate use of assistive devices. Monitoring and reviewing patient progress. Documenting patient information, statistics, attending ward rounds, discussions and meeting within a multidisciplinary team. Contributing to serve development by monitoring, evaluating and co-ordinating existing and new services. Identifying departmental needs, managing waiting list, participating in implementing new services and developing management protocols for improved patients care. Providing public education regarding feeding and communication difficulties. To comply with all departmental procedures and protocols. To manage all resources appropriately. To complete monthly statistics and reports. To participate in all departmental, hospital and provincial activities. To work with in an MDT approach including attendance and participation in MDT meetings.
<u>ENQUIRIES</u>	:	Ms. T. Radebe Tel No: 011 488 4228/4296
<u>APPLICATIONS</u>	:	Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za . Please use the reference as subject.
<u>NOTE</u>	:	The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial

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

- CLOSING DATE** : 17 February 2023
- POST 04/210** : **DIAGNOSTIC RADIOGRAPHER REF NO: REFS/015966**
Directorate: Diagnostic Radiography
- SALARY** : Grade 1: R332 427 per annum, (plus benefits)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Grade 12 with National Diploma or Degree in Diagnostic Radiography Qualification. No experience required after registration with HPCSA as an Independent Diagnostic Radiographer. Must have completed community service as a diagnostic Radiographer. In respect to foreign radiographers, one-year relevant experience after registration with HPCSA must be completed. Computer skills, excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity and high work ethics. Good interpersonal skills. Knowledge of Public Service legislation, policies and procedures. Knowledge of current DOH guidelines and policies governing the Health sector and Radiography profession.
- DUTIES** : Produce Radiography images according to prescribed protocols, radiation control measures and medico-legal requirements. Provide diagnostic radiographic services which comprise: General Radiography, Fluoroscopic, CT scanner, Mobile Radiography and Theatre work, MRI scanning and mammography. Deliver Radiology images of high diagnostic quality. Perform duties as a general Radiographer during the week, weekends, public holidays as well as night duties (after hour shifts). Must be focused, must be prepared to work overtime whenever the need arises. Supervise and participate in departmental quality assurance tests. Participate in departmental quality assurance programmes. Participate and facilitate in CPD as required by HPCSA.
- ENQUIRIES** : Mr. T Nyathi Tel No: (012) 318-6658
- 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** : 17 February 2023

- POST 04/211** : **ENGINEERING TECHNICIAN CANDIDATE REF NO: SBAH 0013/2023 (X1 POST)**
 Directorate: Clinical Engineering
- SALARY** : R280 926 per annum, plus benefit
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : National Diploma in Engineering or relevant (Clinical Engineering) qualification. Registration with ECSA. One-year post qualification technical (Clinical Engineering) experience or at least 6 years appropriate/ recognizable experience in the Clinical Engineering area after registration with ECSA with relevant experience in repair and maintenance of medical equipment, good communication skills (verbal and written), ability to work under pressure, must be available to perform standby and after hour duties, good creative and analytical skills, must be skilled in the use of various hand tools and test equipment such as ECG simulator, defibrillator analyzer, infusion pump analyzer, multi meter, and other resources within Clinical Engineering , good understanding of Microsoft Office applications such as Word, Excel and Access.
- DUTIES** : Repair and maintain all medical equipment, attend call outs and ward rounds. Keep documented and electronic record of repairs and maintenance of equipment, monitor maintenance contract and report monthly thereon, monitor and manage equipment maintenance schedule.
- ENQUIRIES** : Mr K P Dahlen Tel No: 012 354 1261
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** : 17 February 2023
- POST 04/212** : **SENIOR ADMINISTRATION OFFICER: TRANSPORT REF NO: REFS/015969**
 Directorate: Fleet Management
- SALARY** : R269 214 per annum, (plus benefit)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 with Diploma / Degree in Transport / Fleet Management or equivalent with 3 years' experience in transport or Grade 12 with at least 5 years' experience in transport. Valid endorsed drivers licence with PDP. Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of procedure for motor vehicle maintenance, storage requirement, messenger services, routine office support i.e. registry, secondary function of making copies, procedure to operate the motor, procedure to obtain trip authorisation, completion of log book of the motor vehicle, writing of fuel consumables and writing of kilometres services. Skills required: analytical, good financial management, communication (written and verbal). Ability to work under pressure. Willingness to work extended hours.
- DUTIES** : To implement Gauteng Department of Health Motor Vehicle Policy, undertake the administrative and analytical tasks outlined in the document including the following inter alia: keeping an up to date vehicle inventory and full vehicle records, plan monthly and weekly vehicle use to support delivery services, prepare feedback to the districts on the performance of their vehicles, able to manage drivers fairly, provide day to day management of vehicles in terms of usage maintenance. Ensure licensing and registration of vehicles. Ensure servicing of state vehicles within the service intervals. Ensure that log sheets are controlled and completed for all official trips. Issuing of trip authorisation forms. Keep vehicle maintenance schedules and coordinate maintenance v requirements. Provide management with information on vehicle theft. Ensure that all the vehicles are kept clean at all times. Coordinate the movement of vehicles and other transportation assets. Compile accident reports and make

follow- ups. Monitoring the utilisation of petrol cards and analyse the transaction from the bank and GG fleet. Monitor compliance of transport policy and advise accordingly. Supervise drivers and manage their performance management and development system (PMDS). Management of all resources allocated to the Transport department.

**ENQUIRIES
APPLICATIONS**

: Mr A.L Dikgale Tel No: (012) 318 6406
: 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

: 17 February 2023

POST 04/213

: **ADMINISTRATION OFFICER REF NO: SBAH 0016/2023 (X1 POST)**
Directorate: Surgery

**SALARY
CENTRE
REQUIREMENTS**

: R269 214 per annum, plus benefits
: Steve Biko Academic Hospital
: The incumbent must have three years Degree or Diploma in Business Administration. 3 years' experience in student administration of which three years should be management/supervisor level in academic student administration. Proven experience and advanced knowledge of all student administration process and procedures. Management of formal meetings. Experience in all aspects and process of student administration of postgraduate's students, form application to graduation (life cycle of students); experience in general financial and management. Organization skills, communication skills, project management skills, financial skills, problem solving skills and software skills. Good communication skills, interpersonal skills, good computer skills (MS Word, Excel Powerpoint) , ability to work individually and as a team, ability to work under pressure, extensive hours, multi-tasking and self-supervision.

DUTIES

: Provide general administrative support within the directorate. Manage all the department of surgery operations. Organize the department events. Supervise and manage staff and see if that all tasks are done promptly. Manage office's supplies stock and place orders. Prepare regular report on expenses and office budgets. Maintain and update department database. Organize a filing system for important and confidential company documents. Answer queries by employees and clients. Update office policies as needed. Coordinate travel arrangements of the members of the department, guest speakers and external examiners. Facilitate logistical arrangements for the department meetings and workshops. Process travel claims of the members of the department. Arrange and attend departmental meetings and take minutes when required. Assist with arrangements of personal development training of staff members of the department of surgery. Communicate with clients and other stakeholders. Receives/sends and acknowledge all correspondences to and from provincial officer and stakeholders.

**ENQUIRIES
APPLICATIONS**

: Prof. T.V Mulaudzi Tel No: 012 354 2105/2099
: 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** : 17 February 2023
- POST 04/214** : **HUMAN RESOURCE OFFICER (LABOUR RELATIONS) REF NO: REFS/016025**
Directorate: Human Resource Department
- SALARY** : R269 214 per annum, (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Diploma or Degree from a recognized SAQA accredited tertiary institution in Human Resource (Labour Relations) with a maximum of 2 years' relevant experience. Valid Driver's License. Knowledge: Sound knowledge of Human Resource Management with emphasis on Staff Relations, in-depth knowledge of Legislative Prescripts, Computer Literacy - Ms. Office (Word, Excel, Outlook & PowerPoint), PERSAL system, a range of work procedures such as Finance, HR matters, Safety, Labour matters. Administration procedures relating to specific working environment including norms and standards. Reporting procedures, procurement directives and procedures. Skills: Planning and organising, Sound analytical thinking, good interpersonal relations, problem solving and decision-making. Mathematics, relationship and maintaining discipline. Formulation and editing, conflict resolution, research and Competencies Required. Good verbal communication and report writing skills.
- DUTIES** : Key Performance Areas amongst others; Investigate allegations of misconduct and grievance cases. Write misconduct and grievance reports. Be able to draft charge sheets, prepare witnesses and represent the employer in disciplinary and grievance hearings. Advise management on labour relations issues. Analyse trends on misconduct, grievances and provide training. Identify labour relations training needs for managers, supervisors and employees in the department and provide training. Maintain and promote sound labour peace within the institution. Facilitate bilateral and multilateral meetings between management and organized labour. Assist head office with preparation of disputes cases. Prepare and submit accurate statistics reports to management.
- ENQUIRIES** : Mr. S.M Mpyana Tel No: 011 488 4426/4657
- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address Supportthr01.Cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the

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

- CLOSING DATE** : 17 February 2023
- POST 04/215** : **ADMINISTRATION OFFICER (CASH MANAGEMENT) REF NO: REFS/016026**
Directorate: Finance Department
- SALARY** : R269 214 per annum, (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Grade 10 or equivalent/Grade 12 or equivalent with more than 10 years' relevant experience and a National Diploma or Degree from a recognized SAQA accredited tertiary institution in Administration/ Office Management/ Public Administration or related field between 0 and 2 years' experience. Skills: Computer skills, good communication skills (verbal and written), interpersonal relation skills, good telephone etiquette and customer care, can work under pressure. Knowledge: Batho-Pele Principles, Patient's Rights and responsibilities. Knowledge and experience of SAP or MEDICOM serve as a recommendation. Comply with relevant prescripts and regulations. Ability to work independently and in a team.
- DUTIES** : Bank cash daily, manage and monitor petty cash, rotate to other clinics when requested. Daily recording of patient's statistics safekeeping of basic accounting records and face value documents. Correct capturing and implementation of downtime register and tool. Perform all other duties of cash management as delegated by the supervisor. Participation in the Performance Management Development System (PMDS).
- ENQUIRIES** : Ms. R. Mashikinya Tel No: 011 488 3430
- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address Supporthr02.Cmjah@gauteng.gov.za. Only email applications will be considered. Please use the reference as the subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. 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 Females and Males, Indian Males and Females and White Males and Females are encouraged to apply.
<u>CLOSING DATE</u>	:	17 February 2023
<u>POST 04/216</u>	:	<u>ADMINISTRATION OFFICER (BUDGET AND BOOKKEEPING) REF NO: REFS/016027</u> Directorate: Finance Department
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 214 per annum, (plus benefits) Charlotte Maxeke Johannesburg Academic Hospital Grade 10 or equivalent/Grade 12 or equivalent with more than 10 years' relevant experience and a National Diploma or Degree from a recognized SAQA accredited tertiary institution in Finance between 0 and 2 years' relevant experience. Valid driver's license. Knowledge and Skills: PFMA, Treasury regulations and financial policies and procedure. Must be computer literate (Microsoft, word, PowerPoint and Excel). Sound accounting skills. Ability to work under pressure and meet deadlines. Must have planning and organizational skills. Good written and verbal communication skills. The following will be an added advantage: Experience in BAS, SAP and SRM. Must have worked in Budget process and Accounts Payable.
<u>DUTIES</u>	:	Ensure that expenditure is aligned to the budget allocated. Process transfer payments on quarterly basis. Monitor commitment register. Ensure that variances between the transversal system are corrected monthly. Compile and ensure that the Recon is submitted to the Head Office on a monthly basis. Managing and monitoring budget, Compile and submit reports on Irregular, Fruitless and Wasteful expenditure. Ensure that donations are declared. Prepare monthly and quarterly expenditure reports. Ensure in preparing audit packs for internal and external audit purposes. Safekeeping of Basic Accounting records and face value documents. Responsible for PMDS. Perform any other finance related function as required by the manager. Attend to queries. Capture District budget on BAS per amount and in accordance with the relevant SCOA codes, receive RLS 01's from various units and check fund availability as well as per relevant SCOA codes. Identify mis allocations as well as allocations that need to be adjusted to where budget is available and pass journals accordingly. Compile quarterly reports on progress/challenges within the unit. Contacting, monitoring and quarterly evaluation as well as supervising and managing of staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. R. Mashikinya Tel No: 011 488 3430 Applications should be submitted on a (PDF Format only) to the following email-address Supportthr03.Cmjah@gauteng.gov.za Only email applications will be considered. Please use the reference as the subject.
<u>NOTE</u>	:	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 Females and Males, Indian Males and Females and White Males and Females are encouraged to apply.

- CLOSING DATE** : 17 February 2023
- POST 04/217** : **FINANCIAL CONTROLLER REF NO: REFS/016028**
Directorate: Finance Department
- SALARY** : R269 214 per annum, (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade 10 or equivalent/Grade 12 or equivalent with more than 10 years' relevant experience and a National Diploma or Degree from a recognized SAQA accredited tertiary institution in Accounting/Finance between 0 and 2 years in Accounts Payable. Skills: Computer skills, planning and Organisational skills, ability to interpret and analyse report, Knowledge: BAS, SAP and SRM, understanding of PFMA, treasury regulations and financial policies and procedures.
- DUTIES** : Successful candidates will be expected to perform all office related tasks. Monitor and report on expenditure performance on accruals, GRV no invoice and web cycle. Ensure that payments due to creditors are paid within 30 days as per PFMA. Ensure that suppliers' statement are reconciled and submitted back to suppliers timeously. Arrange meetings with problematic suppliers to resolve challenges and issues. Report on exceptional report daily. Perform any other finance duties delegated by line managers.
- ENQUIRIES** : Mr. S Manyoni Tel No: 011 488 4784
APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address Supporthr04.Cmjah@gauteng.gov.za Only email applications will be considered. Please use the reference as the subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. 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 Females and Males, Indian Males and Females and White Males and Females are encouraged to apply.
- CLOSING DATE** : 17 February 2023

POST 04/218 : **ADMINISTRATION OFFICER REF NO: REFS/016029**
 Directorate: Patient Affairs

SALARY : R269 214 per annum, (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade 10 or equivalent/Grade 12 or equivalent with more than 10 years' relevant experience and a National Diploma or Degree from a recognized SAQA accredited tertiary institution in Patient Administration between 0 and 2 years in Patient Administration. Skills: Computer literacy, communication Skills, Organisational skills, Problem solving, good office management skills, ability to work under pressure, interpersonal skills. Knowledge: extensive knowledge of Hospital Information System (MEDICOM) are required, PFMA, Procedure Manual ||, Performance Management System and Disciplinary Code. Ability to maintain discipline, be prepared to rotate as a reliever to other sections within Patient Administration Department. Ability to implement policies including Code of Conduct, Batho-Pele and Ministerial priorities.

DUTIES : Manage Patient Admin Personnel in the section. Provide leadership and render advice to clerical personnel and co-ordinate their activities. Facilitate proper classification and re-classification of patients and sustain internal controls in ensuring revenue collection. Ensuring proper updating of patients information on MEDICOM. Train Patient Admin Staff. Meet all the deadlines and relive other admin officers on annual and sick leave as required. Ensure Personnel contracted, assessed and developed accordingly in terms of PMDS. Manage office supplies and stationery. Conduct regular meetings with staff to discuss issues of the unit. Be part of the strategic planning. Coordinates nominations for training and workshops. Oversee the smooth running of service delivery. Attend meetings as per institutional needs. Contribute to the sub-directorate planning, budgeting and procurement processes as well as monitoring and evaluations. Perform all duties as allocated by HOD.

ENQUIRIES : Ms. R. Mashikinya Tel No: 011 488 3430
APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address Supportthr.Cmjah@gauteng.gov.za Only email applications will be considered. Please use the reference as the subject.

NOTE : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. 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 Females and Males, Indian Males and Females and White Males and Females are encouraged to apply.

CLOSING DATE : 17 February 2023

POST 04/219 : **ADMINISTRATION OFFICER REF NO: REFS/016030**
 Directorate: Risk Management and Internal Control

SALARY : R269 214 per annum, (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade 10 or equivalent/Grade 12 or equivalent with more than 10 years' relevant experience and a National Diploma or Degree from a recognized SAQA accredited tertiary institution in Auditing, Accounting or Risk Management between 0 and 2 years' in Auditing, Accounting or Risk Management experience. Knowledge: Sound knowledge of Auditing, Accounting or Risk Management. In-basic knowledge and insight in Treasury Regulations and Public Finance Management Act. Customer relations. Computer literacy- MS Office (Word, Excel, Outlook & PowerPoint), a range of work procedures such as Finance, HR matters, Safety, Labour Matters. Administration procedures relating to specific working environment including norms and standards. Reporting procedures, procurement directives and procedures. Skills: Planning and organising, sound analytical thinking, good interpersonal relation, problem solving, decision-making and maintaining discipline. Conflict resolution, Good verbal communication and report writing skills. Ability to liaise with internal and external stakeholders (i.e. Auditor General of South Africa, Gauteng Audit Service and any other stakeholders). Loyal and strongly orientated towards teamwork, ability to operate independently, must hold high level of professionalism, confidentiality, integrity and ethical conduct. The following will be an added advantage: Supervision skills, previous experience in audit environment or completed audit articles.

DUTIES : Monitor incidents and emerging risk reported. Monitor implementation of audit action plans. Prepare risk-based audits, financial and non-financial pre-audits and internal control assessments. Facilitate and monitor operational risk registers for all hospital business units. Monitor strategic risk register under manager's supervision. Orientate new staff on audit, risk and ethics. Conduct risk awareness campaigns. Delegated to various committees. Be abreast with legislative laws, regulations and guidelines as well as Department's circulars, policies and procedure manuals. Render Departmental administrative support service. Compile and draft management reports. (With recommendation were necessary).

ENQUIRIES : Ms. M. Dikamotse Tel No: 011 488 4841
APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address Supporthr04.Cmjah@gauteng.gov.za. Only email applications will be considered. Please use the reference as the subject.

NOTE : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. 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 Females and Males, Indian Males and Females and White Males and Females are encouraged to apply.

- CLOSING DATE** : 17 February 2023
- POST 04/220** : **PROFESSIONAL NURSE (PNA 2-4) GENERAL NURSING REF NO: REFS/016088 (X15 POSTS)**
Directorate: Nursing
- SALARY** : R268 584 per annum, (plus benefits)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : Basic R425 (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with the SANC as Professional Nurse and current registration. No experience required after registration with the SANC as Professional Nurse. Preference will be given to Dr George Mukhari Academic Hospital.
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Perform a clinical nursing practice in accordance with the scope of practice and nursing standard as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors, and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial, or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements, and expectations (Batho Pele). Willing to work shifts including night duty in different departments. Dr. FF Mafisa Tel No: 012 529 3575
- ENQUIRIES** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- APPLICATIONS** :
- NOTE** : The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed CV, only shortlisted candidates will be required to submit the certified documents on or before the interview date. NB: Shortlisted candidates will be subjected to Microsoft office skills assessment tests. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 17 February 2023, closing time will be 12h00 on the closing date.
- POST 04/221** : **PROFESSIONAL NURSE (PNA 2-4) GENERAL NURSING (MOTHER AND CHILD) REF NO: REFS/016089 (X1 POST)**
Directorate: Nursing.
- SALARY** : R268 584 per annum, (plus benefits)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : Basic R425 (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with the SANC as Professional Nurse and Midwife and current registration. Experience of working in

		Paediatrics, Obstetrics and Gynaecology Department required after registration with the SANC as Professional Nurse and Midwife. Preference will be given to Dr George Mukhari Academic Hospital.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Perform a clinical nursing practice in accordance with the scope of practice and nursing standard as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors, and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial, or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements, and expectations (Batho Pele). Willing to work shifts including night duty in different departments.
<u>ENQUIRIES</u>	:	Dr. FF Mafisa Tel No: 012 529 3575
<u>APPLICATIONS</u>	:	Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
<u>NOTE</u>	:	The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed CV, only shortlisted candidates will be required to submit the certified documents on or before the interview date. NB: Shortlisted candidates will be subjected to Microsoft office skills assessment tests. The specific reference must be quoted. It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records check. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
<u>CLOSING DATE</u>	:	17 February 2023, closing time will be 12h00 on the closing date
<u>POST 04/222</u>	:	<u>SURGICAL FOOTWEAR TECHNICIAN REF NO: SBAH 0015/2023 (X1 POST)</u> Directorate: Orthotics and Prosthetics
<u>SALARY</u>	:	R220 137 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Registered at HPCSA as Surgical Footwear Technician. Good interpersonal skills and hand skills.
<u>DUTIES</u>	:	Consult and assist the Medical Orthotist and Prosthetist rereading the type of surgical footwear required. Manufacture of surgical boots/shoes, insoles, raises and any modifications to shoes/boots.
<u>ENQUIRIES</u>	:	Ms. A Du Toit Tel No: 012 354 6016
<u>APPLICATIONS</u>	:	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
<u>NOTE</u>	:	The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. 3. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	17 February 2023

POST 04/223 : **FOOD TECHNOLOGIST REF NO: MAS/01/2023**
 Directorate: Cook Freeze Factory

SALARY : R218 064 per annum, (plus benefits)
CENTRE : Masakhane Provincial Laundry and Cook Freeze Factory
REQUIREMENTS : National Diploma in Food Technology or equivalent (3 Years) (NQF level 6), B Tech Food Technology will be an added advantage. Minimum of 3 years' relevant experience. Certificates in FSSC 22000 and/ HACCP will be an added advantage. Skills and Competences Required: Knowledge of clinical food production processes and procedures and other relevant legal frameworks i.e. foodstuff, cosmetic and disinfectants Act, Knowledge in ISO 90001, Occupational Health & Safety Act, Patients' rights Charter, Batho Pele principles, Public Service Regulation, Public service Act,. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to Clinical food production. Be able to handle clients complains. Team building and interpersonal relations. Good communication skills and Computer skills. Driver's license is a requirement.

DUTIES : Ensure hygiene standards and policies are implemented in the factory. Ensure pest control policy and schedule is implemented. Ensure that all laboratory equipment is clean and sterilised daily. Assist with continuous control and supervision on hygiene practices in the factory. Issue cleaning material according to scheduled times. Ensure compliance to laboratory and factory safety measures at all times. Ensure good quality on all factory products. Be safety conscious at all times. Analyse, investigate and advice on all laboratory test results including cliets Cook freeze product tests. Assist with stock taking and inventory in Cook Freeze according to the food service unit policy. Conduct training on prescribed orientation programme for new appointees of Cook Freeze Conduct continuous hygiene and quality trainings to Cook Freeze aids and supervisors .Accept responsibility to equip yourself for a career through persistent training and self-Development. Conduct client trainings on equipment and regeneration of delivered products. Testing of received raw products randomly. Testing of cooked and portioned (end) products randomly. Ensure intensive cleaning of laboratory equipment. Apply financial cost saving measures of Cook Freeze factory at all times. Be cost aware, report savings and discourage wastage in the factory daily. Ensure receiving of good quality products from suppliers. Participate on BAC committee for appointment of contract suppliers for Cook Freeze food products. Responsible for the admin duties at your area. Ensure auditing of clients food service units regarding Cook Freeze products. Ensure that FIFO system is used in the factory. Conduct spot checks on all Cook Freezer products randomly. Monitor cold and freezer room temperatures at least twice daily. Conduct tasting sessions daily and during client meetings. Assist Food Service managers when necessary. Attend all relevant meetings.

ENQUIRIES : Mr. AL Mokgetle Tel No: 012-564 6300
APPLICATIONS : Applications should be sent to Human Resource Manager, Masakhane Provincial Laundry and Cook Freeze Factory, Private Bag X 06, Rosslyn, 0200 or Hand Delivered at the Security gate 06 Piet Pretorius Street Rosslyn (Between 7:30am to 15:30pm Mondays to Fridays) and online at Gauteng Provincial Government <http://professionaljobcentre.gpg.gov.za>

NOTE : The fully completed and signed new Z83 form should be accompanied by a recent updated CV only and only shortlisted candidates will be required to submit certified documents when invited for the interviews). (Attach Z83 when applying online). Please note that application will close at 12:00 pm on the 17 February 2023. Please ensure that the reference number is quoted correctly. The recommended will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and will be subjected to positive results of the security clearance process (criminal records), and the verification of educational qualifications certificates. Incomplete applications or applications received after closing date will not be considered. Due to the large number of applications we envisage receiving, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was not successful.

CLOSING DATE : 17 February 2023

POST 04/224 : **WARD ATTENDANTS REF NO: CHBAH 628 (X18 POSTS)**
 Directorate: Nursing

SALARY : R107 196 per annum (Level 02), (plus benefits)
 Medicine and Psychiatry (X6 Posts)
 Hast Department (X1 Post)
 Surgical and Ophthalmology (X1 Post)
 Gynae (X8 Posts)
 Obstetrics and Paediatrics (X2 Posts)

CENTRE REQUIREMENTS : Chris Hani Baragwanath Academic Hospital (CHBAH)
 : Adult Education and Training (AET) Level 3 or equivalent Grade 5-7 No experience Competencies/Knowledge/Skills 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 different levels. Ability to organize and plan. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature and work independently and in a team. High level of reliability. Good customer skills and competencies. Ability to handle information confidentially. Must be able to work under pressure and to take initiative. Basic understanding of Policies (Batho Pele Principles, Patients Right Charter, Occupational Health and Safety, Six Priorities and National Core Standards). Knowledge of regulations and the legislative framework related to Supply Chain Management.

DUTIES : Clean And Create and Orderly Environment: In Ward Prepare disinfectant solution for the day's use. Carbonise and make beds after patient has demised, discharged, or transferred. Prepare boxes/ bins for disposal of medical waste and place red plastic bag inside Label boxes /bins and place them in the designated area for collection. Provide and change refuse bags in the ward. Ensure and maintain cleanliness in all areas in the ward. Clean equipment and furniture used in the ward. Clean medical equipment under supervision e.g., vital monitors, drip stands. Replenish toilet paper, hand towels and soap in the toilet, bathrooms, and hand basins. Receive, count, record and store clean linen from the laundry. Sorting and sealing of contaminated linen. Adhere to policies and procedures. Proper utilization of cleaning materials. Adhere to recommended dress code (protective clothing). Ensure waste is sorted accordingly. Assist with messaging when necessary. Replenish /supply linen/draw sheets. Ensure A Clean Environment In The Kitchen. Provide the patients with water, ice, water bottles and glasses. Cleaning of food utensils. Care for and cleaning of the kitchen floor, cupboards, and walls. Controlling of crockery and stock in the unit kitchen and report to supervisor. Prepare food trolley and serve. Help with feeding of patients under supervision of nursing staff. Remove leftovers and clean. Wash baby bottles (for lodger babies). Defrost and cleaning of fridges in the unit once a week. Ensure a clean environment in the Sluice Room Clean and tidy sluice room. Clean urinals, bedpans, wash basins and small bowls. Disinfect, bedpans, urinals, washbasin, and small bowls. Provide A Support Role for the Nursing Personnel to Ensure a Quality Health Care Updated inventory available. Assist supervisor with inventory count. Availability of cleaning material.

ENQUIRIES APPLICATIONS : Mr B Mulaudzi Tel No: (011) 933 9779/0134
 : 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. 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

:

17 February 2023