

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : Applications must be delivered or posted to: Physical address: 26th Loveday Street, Kuyasa Building, Johannesburg, 2001. Postal address: P.O. Box 7710, Johannesburg, 2000.
- CLOSING DATE** : 03 March 2023
- NOTE** : It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za /documents](http://www.dpsa.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV is required. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG). No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, emailed and late applications will be considered.

MANAGEMENT ECHOLON

- POST 06/171** : **CHIEF DIRECTOR: EXAMINATION AND ASSESSMENT REF NO: HO2023/02/01**
Branch: Curriculum Management & Delivery
(5 Years Fixed Term Contract Performance Based)
- SALARY CENTRE REQUIREMENTS** : R1 308 051 per annum, (an all-inclusive package)
: Head Office, Johannesburg
: An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Education with at least a minimum of 5 years senior management experience within Education environment. Proven management skills in education management or equivalent. Knowledge of Public Service Act and Regulations, Public Finance Management Act, SASA, Extensive working knowledge of public sector, particular in Education sphere, Relevant Education Acts and

<u>DUTIES</u>	: Labour Relations Act. Competencies: Strategic Planning, Computer literacy, Communication Skills, Change Management, Negotiation skills, Report writing skills, Project Management, Good Interpersonal Relations, Problem Solving, Leadership, Facilitation and Consultation, Presentation skills, Financial Management skills, Policy development and Research skills, Innovation and creativity. Valid South African driver's license is essential.
<u>DUTIES</u>	: Oversee the management and coordination of Examination Financial Administration and support services. Manage and coordinate procurement of goods and services within the Chief Directorate and ensure compliance thereof. Oversee and guide the provision of financial services including payment of examiners, markers and service providers. Oversee the management and coordination of the provision of examinations services. Manage the development of examination policies. Manage marking process and script archival system. Manage and monitor the production, security and distribution of examination question papers and other examinations and assessment materials. Oversee the management and coordination of the provision of assessment services. Develop, mediate and monitor assessment policy compliance. Conduct qualitative and quantitative analysis of learner/system performance data at all levels and provide effective feedback. Manage and coordinate teacher development programmes focusing on the strengthening of assessment and moderation processes. Manage the provision, marking and analysis of learner performance in provincial baseline assessments. Oversee the management and coordination of the systems administration and certification services. Develop, maintain, and enhance the examinations and assessment IT system (i.e. Integrated Examination Computer System (IECS)). Provide credible statistical data to management. Build internal and external networks with Business Unit partners, line managers and service providers to ensure relevance and credibility of the Chief Directorate's services. Ensure the effective management and utilisation of all resources within the Chief Directorate. Ensure that policy, systems and procedures to manage performance effectively are implemented and discipline are implemented and maintained. Build capacity through the management of continuous training and development programmes for all categories of staff.
<u>ENQUIRIES</u>	: Mr. Hector Tsosane Tel No: (011) 843 6533
<u>POST 06/172</u>	: <u>CHIEF DIRECTOR: SCHOOL SUPPORT REF NO: HO2023/02/02</u> Branch: Education Support (5 Years Fixed Term Contract Performance Based)
<u>SALARY CENTRE REQUIREMENTS</u>	: R1 308 051 per annum, (an all-inclusive package) : Head Office, Johannesburg : An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Education /Public Management/ Public Administration or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years senior management experience within district operations management environment. Proven management skills in education management or equivalent. Knowledge of Public Service Act and Regulations, Public Finance Management Act, SASA, Extensive working knowledge of public sector, particular in Education sphere, Relevant Education Acts, and Labour Relations Act. Competencies: Strategic Planning, Computer literacy, Communication Skills, Change Management, Negotiation skills, Report writing skills, Project Management, Good Interpersonal Relations, Problem Solving, Leadership, Facilitation and Consultation, Presentation skills, Financial Management skills, Policy development and Research skills, Innovation, and creativity. Valid South African driver's license is essential.
<u>DUTIES</u>	: Manage and implement poverty alleviation and nutrition programme. Manage the School Nutrition programme in line with the national feeding scheme. Ensure the nutritional value of good provided through the programme. Liaise with relevant stakeholders. Develop the strategy for the manifestation of a "Single window package" for the poor youth of the province. Oversee the provision and implementation of security and safe school management services to all schools. Oversee the implementation of the approved School Safety Policy Exemplar of 2012 by all schools within the province. Oversee the implementation of the Rehabilitation programme for learners that conflict with the law. Oversee the administration of the Safety and Security Unit in head office and districts. Ensure that an effective scholar transport scheme is implemented in Gauteng Department of Education (GDE). Develop policy and

strategy for scholar transport. Ensure the implementation of the scholar transport scheme in eligible schools. Develop monitoring and evaluation systems to ensure the effective implementation of the scholar transport scheme. Establish effective systems for the management of the budget. Manage personnel performance against key responsible areas and targets. Oversee the development and implementation of Education Support policies, procedure, and guidelines. Oversee the Planning, Budgeting and Financial management of the Chief Directorate. Oversee the Monitoring and Reporting to various structures. Develop and manage Risk Management in the Chief Directorate. Oversee the promotion of internal and external stakeholder relationships. Oversee the development and management of Procurement and Contract Management for Service Providers and ensure enforcement agreed upon Service Level Agreements (SLA).

ENQUIRIES : Mr. Hector Tsosane Tel No: (011) 843 6533

POST 06/173 : **DIRECTOR: LTSM AND LIBRARY SERVICES REF NO: HO2023/02/03**
 Chief Directorate: School Management
 (5 Years Fixed Term Contract Performance Based)
 NB: Please note that this is a re-advertisement, candidates who applied previously are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R1 105 383 per annum, (an all-inclusive package)
 : Head Office, Johannesburg
 : An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification with at least a minimum of 5 years middle/senior management experience within Learner Teacher Support Material or Curriculum Management environment and Library Services. Experience in the education sector will be an added advantage. Proven management skills in education management or equivalent. Knowledge of advance analytical skills. Extensive knowledge of the prescripts of the Public Service Act and Regulations, Employment of Educator's Act, South Africa School Act, extensive, relevant, and appropriate experience in Education and relevant legislation pertaining to Curriculum and Assessments processes, in-depth knowledge and understanding of all major education legislation policies and other governmental policies. Working experience in project management. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate, Facilitation and Presentation Skills. Valid South African driver's license.

DUTIES : Manage the provision of LTSM and the Universal LTSM coverage to all public ordinary schools. Monitor, guide, support the implementation of LTSM and reporting on the requisition, delivery, retrieval, and inventory process. Oversee the dispatching of the departmental learning material and information services. Provide support to learners, educators, and end-user in implementation of curriculum delivery. Manage the Learner Teacher Support Material Central Procurement Contract/Service Level Agreement between GDE and Service provider. Co-ordinate the procurement of LTSM, Grade R, GET and FET Bands with Curriculum Resources for learners, educators, and end-user in the implementation of curriculum delivery. Manage the requisitioning, ordering and delivery of LTSM (including Library books and DBE workbooks) to schools and distribution to learners. Manage the effective and efficient provision of library services. Manage, Develop, maintain, and implement acquisition and procurement of library material processes. Manage library systems, and ensure processes are updated in line with new technologies. Manage effective support and development to school/community libraries. Oversee and promote usage of digital e-Library. Promote awareness of research resources, library services and learning opportunities. Promote Young Writers' Programme and evaluate titles submitted to develop the Young Writers Catalogue, the procurement and distribution of Young Writers' books to School Libraries. Oversee and coordinate the provisions of Multi-Media Resources in schools. Manage and support Read to Lead Campaigns in schools. Promote Reading Clubs in schools and ensure that registration processes of club members and full participation of SMS managers takes place. Manage the development and implementation of policies. Manage Directorate's budget and expenditure. Manage the Directorate's performance.

ENQUIRIES : Ms Ntendeleni Radzilani Tel No: (011) 843 6540

- POST 06/174** : **DIRECTOR: OFFICE OF THE DDG REF NO: HO2023/02/04**
 Branch: Corporate Management
 (5 Years Fixed Term Contract Performance Based)
- SALARY** : R1 105 383 per annum, (an all-inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Public Administration/Human Resource Management/ Financial Management/ Accounting or equivalent qualification at NQF level 7, with at least a minimum of 5 years middle/ senior management experience. Proven management skills in corporate management services or related fields. Advanced analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and HR strategies. Competencies: Strategic capability and Leadership, Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment, Client Orientation and Customer focus, Advanced Communication, Competence in key computer software packages, ability to work manage multiple and complex projects under pressure. Valid South African drivers' licence is a requirement.
- DUTIES** : Oversee the provision of the management/corporate secretarial support services. Ensure that documents of meetings are prepared, recorded, quality assured and communicated/disseminated to relevant role-players. Ensure that all reports from different chief directorates and other branches are coordinated, analysed, consolidated, and reported on. Ensure the compliant safekeeping of all documentation in the Office in line with appropriate legislation and prescripts. Oversee the provision of administration support services. Support and monitor implementation of key branch programmes implemented in Branch Corporate Management Services. Compile reports, presentations, and speeches on behalf of the Deputy Director-General. Monitor compliance with relevant committees and legislature bodies to which the Department accounts. Manage and oversee the provisioning of general administration, assets, human and financial support. Develop, implement, and maintain an effective and efficient stakeholder and office management systems. Implement and maintain effective processes/ procedures for information and documents flow to and from the Office. Provide oversight and advisory support services to Branch: Corporate Management Services. Routinely monitor the implementation of selected, identify departmental service delivery programmes. Attend to all queries and ensure that they are resolved within the stipulated time. Manage resources within the Branch. Coordinate contracts and performance reviews of Chief Directors reporting to DDG. Manage the human resource aspects related to the staff in the Office including performance, leave register, telephone accounts etc. Oversee responses drafted by the staff in the office and managers reporting to the DDG on enquiries received from internal and external stakeholders. Manage and monitor the office budget and COE spending plus trends analysis in terms of keeping record of expenditure commitments and advise the office regarding possible over- and under spending. Coordinate the DDG's performance contract and review reports. Determine and collate information regarding the budget needs of the Office. Ensure the implementation and maintenance of risk management plan and mitigate risks threatening the attainment of objectives and the optimisation of opportunities that would enhance the Branch's performance.
- ENQUIRIES** : Ms Tlaleng Ngubeni Tel No: 011 843 6544

OTHER POSTS

- POST 06/175** : **PERSONAL ASSISTANT REF NO: HO2023/02/05**
 Branch: Corporate Management
 NB: Please note that this is a re-advertisement, candidates who applied previously are encouraged to re-apply.
- SALARY** : R269 214 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Secretarial Diploma or equivalent qualification plus 3-5 years' experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer

literacy packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.

DUTIES : Provide a secretarial/receptionist support service to the Deputy Director General. Record the engagements of the DDG. Ensure that office equipment is in working good order. Provide administrative support services in the Office of the DDG. Ensure the effective flow of information and documents to and from the office of the DDG. Ensure the safekeeping of all documentation in the office of the DDG in line with relevant legislation and policies. Respond to enquiries received from internal and external stakeholders. File documents for DDG and the unit where required. Provide support to DDG regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the DDG with the administration of the office budget. Keep a record of expenditure commitments for the Office of the DDG. Remain up to date with regard to the policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the DDG. Remain abreast with the procedures and processes that apply in the office of the DDG.

ENQUIRIES : Ms Rirhandzu Mabasa Tel No: 011 843 6524

POST 06/176 : **PERSONAL ASSISTANT REF NO: HO2023/02/06**
Chief Directorate: Coordination of Curriculum Implementation

SALARY CENTRE REQUIREMENTS : R269 214 per annum
: Head Office, Johannesburg
: Secretarial Diploma or equivalent qualification plus 3-5 years' experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy in packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc.). Good problem-solving and analytical skills. Ability to work in a team and independently. Ability to organise/prioritise tasks and effectively manage time. Willingness to occasionally work after hours when needed.

DUTIES : Overall management of the office administration functions. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Manage the diary and coordinate meetings for the Senior Manager. Ensure the effective flow, filing and safekeeping of all information and documents to and from the office of the Senior Manager. Type documentation delegated by Senior Manager. Procure and manage office supplies and equipment. Process claims for the Senior Manager. Provide support to the senior manager regarding meetings. Record minutes and communicate to relevant role-players. Coordinate logistical arrangements and documentation for meetings and procure bookings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to the senior manager area of work to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Chief Directorate.

ENQUIRIES : Ms Rene Joel Tel No: 011 355 0105

DEPARTMENT OF E-GOVERNMENT

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

APPLICATIONS : All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, or post to P/Bag X112, Marshalltown, 2107 or Applicants can apply online at: www.professionaljobcentre.gpg.gov.za

CLOSING DATE : 03 March 2023
NOTE : Applications must be submitted on form Z83 (obtainable from any Public Service department) or on the internet at www.dpsa.gov.za/documents and must be completed in full and page 2 duly signed. Clear indication of the post and reference number of the post that is being applied for must be indicated on your Z83. A recent, comprehensive CV, specifying all qualifications and

experience, with respective dates must be attached. Applications are not required to submit copies of qualifications and other relevant documents on application. Communication regarding certified documents will be limited only to the shortlisted candidates. General information: Short-listed candidates must be available for interviews at a date and time determine by the Gauteng Department of e-Government. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. The Gauteng Department of e-Government reserves the right to fill or not fill the above-mentioned posts.

OTHER POSTS

- POST 06/177** : **DEPUTY DIRECTOR: BUSINESS APPLICATIONS REF NO: REFS/016142**
Branch: Information Communication Technology
- SALARY** : R908 502 per annum (Level 12), (all-inclusive salary package)
CENTRE : Johannesburg
REQUIREMENTS : Relevant Bachelor's Degree or National Diploma in Information Technology Azure Developer Certificate. 4+ years' experience in systems development and support, relational databases. 4+ years' experience in developing applications using ASP .NET MVC or Core, C#, JavaScript, MS SQL. 2 years' experience in Azure Apps Services and Dynamics 365, and Power Apps. 2 years' Experience in DevOps, CI/CD pipelines, Application Performance Management and Performance Monitoring and are familiar with APM tools. Web and mobile technologies experience with User experience (UX) and client-side technologies including HTML5, CSS, PHP, jQuery and JSON. Understanding of TCP/IP at its various layers. Knowledge of mobile frameworks would be an added advantage.
- DUTIES** : Liaison with customers, analyzing their needs, deciding on the best technical solution which may be the utilization of existing available systems or the development of new systems, or the customization of existing systems. Providing first level support for all applications (including client servers and desktops). Manage and allocate the workload within the team. Advise customers on the technical specifications for off-the-shelf software purchases or acquisition of software packages through development by an external vendor. Monitoring of systems to ensure the achievement of the agreed up-times of the systems. Through automated application development methodology keep the team organized, on track and focused on what matters. Perform code review. Development of systems to meet the customers' requirements. Customization of existing systems to meet the customers' requirements. Procurement of systems that will meet the customers' requirements. Serve as a bridge between the application development, management, and the stakeholders. Clear obstacles, challenges and protect the team from distractions. Lead the team through the hosting of stand-up meetings and keeping all parties on track and informed. Liaison with customers to determine their specific needs. Development of systems to meet the customers' requirements. Implementing application monitoring and performance in Dev to obtain code-level insights, gaining visibility of GPG hybrid cloud environment. Analyze alerts of reported performance incidents and creating performance dashboards. Implementing monitoring agents across the technology stack. Providing first-level support and development of applications. Allocate the workload within the team to achieve maximum effectiveness and efficiency. Advise customers on technical specifications. Monitor systems. Testing of all software acquired through external vendors.
- ENQUIRIES** : Ms. Nonhlanhla Mabuza Tel No: (011) 689 8511
- POST 06/178** : **DEPUTY DIRECTOR: ERP FINANCE REF NO: REFS/015972**
Branch: Information Communication Technology
- SALARY** : R908 502 per annum (Level 12), (all-inclusive salary package)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12/Matric certificate plus a 3- year tertiary qualification (NQF level 7) as recognized by SAQA in Computer Sciences or Information Technology of Informatics or Financial Information Systems or any Finance or Commerce

		related qualification. SAP FI/CO Certification or related ERP qualification. 3-5 or more years ERP experience with at least 3 years in Management. Three or more full project implementation. ICT technical knowledge.
<u>DUTIES</u>	:	Work closely with the end-user management and staff during development and implementation of system solution to ensure that all customer needs are identified and addressed. Conduct feedback sessions and presentations to client audiences and professional peers if and when required. Discuss and resolve system issues regarding organizational policies, practices, systems functionality and upgrade projects. Seek information, clarification, approvals and actions from higher-level managers / executives to resolve system problems and ensure operational functioning thereof. Explain and defend the organization's ERP decisions, actions, and/or recommendations to others internally and externally to increase understanding, gain cooperation and/or encourage compliance. Coordinate and direct technical staff ensuring that the ERP services provided meet the strategic needs and goals of the customer departments within Gauteng Provincial Government. Participate in the development and implementation of business planning for ERP systems including the operational aspects thereof. Serve as the technical liaison with vendors, external partners, and the ERP department regarding system operations. Provide input and information to help prepare and manage ERP budgets and reports. Liaise with various GPG departments and the ERP Team to identify and help develop system upgrades to increase system capabilities and meet customer needs. Communicate with colleagues, management and business unit(s) on requirements, problems, system status and issues. Formulate appropriate operational system procedures/ processes. Assist in the planning of new hardware and new platform components. Participate in any system upgrade activities as planned. The incumbent will have knowledge of the various modules of the ERP system and their specific functional attributes. This is to be able to effectively manage an implemented system solution to a client. This is achieved by ensuring that all system attributes and functions are operational within the agreed system capabilities. It further includes responsibility for ensuring the highest availability and uptime of such systems. Responsibilities will include the meeting of functional specifications, managing and troubleshooting problems, ERP system configuration, testing and assisting in system development and managing human resources within the functional area.
<u>ENQUIRIES</u>	:	Ms. Sithembile Buthelezi Tel No: (011) 689 6527
<u>POST 06/179</u>	:	<u>DEPUTY DIRECTOR- APPLICATIONS ANALYST REF NO: REFS/015816</u> Branch: Information Communication Technology
<u>SALARY CENTRE REQUIREMENTS</u>	:	R766 584 per annum (Level 11), (all-inclusive salary package) Johannesburg
	:	Matric plus a B-degree or NQF level 6 in Information Technology. 3-5 years of experience in business applications development. Experience in using modelling tools in illustrating application analysis. 3 years' experience in DevOps, CI/CD pipelines, Application Performance Management and Performance Monitoring and are familiar with APM tools. 2 years in experience in Microsoft Azure and Dynamics 365.
<u>DUTIES</u>	:	The primary purpose of this position is to conduct workshops, gather and document business and technical requirements, define workflow processes, design, and develop application solutions, and conduct User Acceptance Tests with clients. Develop standards to ensure data quality, reliability, and integrity across various database systems. Support of the Gauteng Department of e-Government Council software systems to ensure functionality by monitoring and overseeing practices, processes, and availability of applications. Provide technical guidance for evaluation of developed application according to the requirements of customers and business needs. Manage and monitor DevOps Platform. Conduct workshops and liaise with customers analysing their needs and requirements. Create and document project plans, application functions, specifications, design, and other documents required by the SDLC. Determine and specify customer requirements in accordance with defined processes and procedures. Create workflows, process diagram and gap analysis to derive requirements for existing application enhancements. Create functional design document for end users. Recommending changes in technology or processes to improve efficiency or effectiveness of application. Through application testing and monitoring, analyse and review enhancements for compatibility and

adhere to operating guidelines. Analyse system capacity and modify procedures to solve interface problems. Writing technical specifications for applications. Provide demos and application walk-throughs and training. Consulting with management and stakeholders to help develop and address application to fit their intended purpose. Identify issues and gaps between application and its end user. Monitoring application performance and capacity. Conduct user training for customers for whom new computer systems have been loaded to ensure that they will be able to utilise such software effectively. Undertake applications development for customers throughout Gauteng Provincial Government.

ENQUIRIES : Mr. Oscar Baloyi Tel No: (011) 689 4648

POST 06/180 : **DEPUTY DIRECTOR: SENIOR DEVELOPER REF NO: REFS/015976**
Branch: Information Communication Technology

SALARY : R766 584 per annum (Level 11), (all-inclusive salary package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus relevant bachelor's degree or national diploma in Information Technology. Azure Developer Certificate. 4 years of experience in applications development using agile methodology. 4 years' experience in developing applications using ASP .NET MVC or Core, C#, JavaScript, MS SQL. 2 years' experience in Azure Apps Services, and power apps. 2 years' Developing and deploying custom solutions that integrate with Microsoft Dynamics 365 platform. 2 years' Experience in DevOps and CI/CD pipelines, Experience in Application Performance Management and Performance Monitoring and are familiar with APM tools. Web and mobile technologies experience with User eXperience (UX) and client-side technologies including HTML5, CSS, PHP, JQuery and JSON. Understanding of TCP/IP at its various layers. Knowledge of mobile frameworks.

DUTIES : Analyse user needs and design applications for the e-GOV and GPG based on user specifications. Modify existing applications and improve performance through testing, validating procedures and programming. This includes the analysis, designs, development, implementation, testing, maintenance, administration and supporting of various applications using an automated development methodology. This position also requires the incumbent to be involved with gathering and documenting customer requirements. The focus of this position is on creating the design through analysing business needs and developing technical specifications of various applications. Be able to read and understand existing complex coding languages and its intended functionality. Advise the team manager regarding technical solution for business requirements. Liaise with customers and management to determine their requirements. Research and assist the manager in proposing appropriate solutions for various business requirements. Develop and apply complex modifications/enhancements to existing applications. Develop and create complex code for various applications. Execute application testing. Provide technical advice to developers in problem solving and issue resolution. Follow-up and correct errors on implemented applications. Continually review and propose enhancements to improve current applications. Actively monitor various applications and produce the reports. Ensure that user application training is conducted and is successful.

ENQUIRIES : Ms. Sithembile Buthelezi Tel No: (011) 689 6527

POST 06/181 : **DEPUTY DIRECTOR: TRANSVERSAL SUPPORT REF NO: REFS/016016**
Directorate: Technology Support Services

SALARY : R766 584 per annum (Level 11), (all-inclusive salary package)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12, Tertiary qualification and relevant experience in Host Integration Server enterprise environments, A+ and N+ and MCP and Microsoft MCSE certification will be an added advantage - a National Diploma/ Degree in Information Technology or equivalent. ITIL Foundation Certification. 3 – 5 years' experience using MS Host Integration Server and government transversal systems. Basic knowledge of Azure environment. Person Profile: Team player, Creative and innovative thinker, good communication/presentation skills, ability to work well under pressure, especially in maintaining a balanced and logical approach. May need to work overtime and standby if necessary.

DUTIES : Support e-Government/GCR hosted transversal systems - designing, configuring, monitoring, support, and maintenance of the ICT-hosted transversal application systems specializing in BAS, PERSAL, and mainframe printing for Gauteng Department of e-Government and all other Gauteng Provincial Government Departments. Secure transversal systems with e/g. Anti-Virus, Operating System Upgrades, and Windows Operation System updates add user accounts and group membership management. Manage all support calls assigned within the et SLA. Manage own performance in contribution to the ICT Infrastructure and Operations Unit. Participate in projects relating to the Host Integration server. Planning and expansions of service relating to Host Integration Server. Troubleshooting performance-related issues. Ensure adequate backup and Disaster Recovery Testing. Monitor performance of supported systems. Ensure compliance with ICT policies and procedures which support hosted systems. Keeping abreast of emerging trends in ICT technology. Participate in ICT projects. Testing and quality control on deployment on new system. Provide management reports. Give inputs on internal and external audits. Provide training to Desktop Support staff on transversal systems. Provide technical support to GPG departments (BAS and PERSAL).

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

POST 06/182 : **ASSISTANT DIRECTOR: DEVELOPER- BUSINESS INTELLIGENCE REF NO: REFS/016102**

Branch: Information Communication Technology

SALARY : R491 403 per annum (Level 10), (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : Grade 12 plus a B Degree or Diploma in IT/ Commerce is highly desirable. Relevant Business Intelligence (BI) training or/and Certification. 2-3 years of proven experience in SAP/Microsoft Business Intelligence development, including BI design from SAP BW as well as other data sources, cascading visual data representation. The incumbent must have worked with and delivered a BI implementation project.

DUTIES : The Assistant Director is responsible for developing solutions in distinct functional areas including design, analysis and configuration. This includes the development, implementation, testing, maintenance, administration and supporting of various applications. This position also requires the incumbent to be involved with gathering and documenting customer requirements. The focus of this position is on developing the code for various applications and dealing with administration and general maintenance thereof. Analyse business problems and participates in workshops and presentations to validate the development of appropriate system solutions. Assist in configuring the software to replicate the required business processes. Participates in the design, testing, modifying and documenting system design of system changes. Produce reports from various applications. Work within a project team to develop migration programs and resolving of product problems or performance issues. Provide technical system support to user groups where required.

ENQUIRIES : Ms. Sithembile Buthelezi Tel No: (011) 689 6527

POST 06/183 : **ASSISTANT DIRECTOR: DEVELOPER – APPLICATIONS DEVELOPMENT REF NO: REFS/01643 (X2 POSTS)**

Branch: Information Communication Technology

SALARY : R491 403 per annum (Level 10), (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : Matric plus relevant bachelor's degree or national diploma in Information Technology Azure Developer Certificate. 2 to 3 years of experience in system development and support. 1-year experience in Azure DevOps.

DUTIES : The primary purpose of this position is to develop and or modify/enhance applications for the e-GOV and GPG. Application Development, implementation, testing, maintenance, administration and supporting of various applications. Gathering and documenting customer requirements. Provide first line support for users regarding application queries and general issues. Develop and apply modifications/enhancements to existing applications. Execute application testing, modular testing and peer testing. Involved with the initial user training. Actively monitor various applications and produce the reports. Conduct workflow, process diagram and gap analysis to derive

requirements for existing application enhancements. Develop standards to ensure data quality, reliability, and integrity across various database systems. Plan and Implement Database Designs for applications. Create and maintain databases for a variety of customers. Provide general administration for various applications. Provide support for existing applications. Maintain and update existing applications. Develop modules for various applications. Test various applications. Produce reports from various applications. Provide basic user training for various applications.

ENQUIRIES : Ms. Nonhlanhla Mabuza Tel: (011) 689 8511

POST 06/184 : **ASSISTANT DIRECTOR: PORTAL ADMINISTRATOR REF NO: REFS/015978**
Branch: Information Communication Technology

SALARY : R393 711 per annum (Level 09), (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12 plus a National Diploma/ Degree in Information Technology. A minimum of 2 - 3 years' experience in applications development using NET framework. Experience in publishing and developing of Websites and Applications using SharePoint and Power Apps.

DUTIES : Development of websites and web applications using net framework, MS SharePoint, Power apps, Power automate and Dynamics 365. This includes the analysis, designs, development, implementation, testing, maintenance, administration and supporting of various applications. Manage allocated sites and applications ensuring that they are operational and comply with the agreed service levels. Configure Azure AD single sign-in for mobile apps and web applications. Provide support and administration to the user base, resolving issues as and when required. Configure and monitor mobile apps, portals, web applications, and websites by analysing and reporting on the usage thereof using tools such as Google Analytics and Applications Insights. Liaise with the customer base to access and make recommendations on improving the current sites and web applications. Stay abreast of the latest trends in website design, applications development, architecture, and features.

ENQUIRIES : Ms. Sithembile Buthelezi, Tel No: (011) 689 6527

POST 06/185 : **ASSISTANT DIRECTOR: NETWORK ENGINEER REF NO: REFS/016018**
Directorate: Information Communication Technology

SALARY : R393 711 per annum (Level 09), (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric certificate plus Diploma in Information Technology. Cisco Certified Network Associate (CCNA) and Cisco Certified Professional (CCNP). Huawei, HP or Juniper Certification. 3 years' experience in IT. At least 2 years' experience in LAN, WAN Management. A+, N+ Certified. Knowledge of structured cabling system. Hardware Support background. Experience in managing and developing employees. Some knowledge in a value driven support centre environment will be an added advantage.

DUTIES : LAN, and WAN management. Improve service delivery. Apply maintenance, upgrade and process changes. Communicate changes to Upper Levels. Report on component, connectivity and functional problems. Manage the local area network. Manage the nodes. Manage the wide area network. Attending to network connectivity issues at remote sites throughout the GPG. Manage the protocol services. Monitor Network performance. Attending to calls logged on the Call Management System (HEAT). Maintaining of Network Patch Rooms housed at the Nodes (WAN Links) and E-GOV (LAN Links). Quality Control on installations. Assisting other engineers and line departments in Network connectivity issues within the GPG. Coordinating and supervision of external cabling vendor on E-GOV site. Assist SLM team to ensure that services are delivered to clients as per the service level agreement (SLA) engaging with departments.

ENQUIRES : Mr. Themba Psungo Tel No: 011 689 6980

POST 06/186 : **ASSISTANT DIRECTOR: COMMITTEES REF NO: REFS/016019**
Directorate: Office of the HOD

SALARY : R393 711 per annum (Level 09), (plus benefits)
CENTRE : Johannesburg

- REQUIREMENTS** : Matric certificate plus NQF level 6 qualification in Business Administration, Secretarial or Office Administration with 2-3 years' experience in secretariat services, administration and executive support. Knowledge of administrative and clerical procedures and systems is essential.
- DUTIES** : Co-ordinate and facilitate all executive and management meetings. Provide secretariat and logistical support services to all executive and management meetings. Circulation of agenda and minute taking. Safekeeping of information, records management and developing of information management system to ensure safekeeping and efficient retrieval of minutes and associated documents. Resolve/ escalate queries from stakeholders. Accurate minute recording and ensure that minutes reflect discussions of meetings.
- ENQUIRIES** : Mr. Themba Psungo Tel No: 011 689 6980
- POST 06/187** : **ASSISTANT DIRECTOR: INTEGRITY MANAGEMENT REF NO: REFS/016137**
Directorate: Risk Management
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09), (plus benefits)
Johannesburg
- REQUIREMENTS** : Matric plus NQF- Level 6 / National Diploma in Security Management or related field. Valid PSIRA Grade B Certificate (NB: officials who in terms of the Act are not required to be PSIRA registered, will be exempted for this requirements). Certificate in Ethics Management and / Security Vetting / related fields will be an added advantage. 2-3 years practical work experience in security or related fields. Minimum of one year experience in ethics / security vetting experience. NB: Preference will be given to Military Veterans.
- DUTIES** : Implementation of the provisions of the Minimum Information Security Standards. Evaluate the implementation of Security Policies and procedures. Administration of Security Vetting (programme). Co-ordinate all the Technical Security Counter Measures (TSCM) applications. Co-ordinate Threat & Risk Assessments, ensure implementation of recommendations and administrative part thereof. Conduct Security Vetting and Ethics Awareness Programme.
- ENQUIRIES** : Mr. Leon Steyn Tel No: (011) 689 8400
- POST 06/188** : **SENIOR: DESKTOP TECHNICIAN REF NO: REFS/016124 (X2 POSTS)**
Directorate: Operation Support Services
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08), (plus benefits)
Johannesburg
- REQUIREMENTS** : Matric plus a recognised National Diploma (Information Technology) (NQF Level 6) or related Information Technology Qualification or 2- 5 years' experience in Desktop Support and Microsoft Certified Information Technology Professional, ITIL Foundation Certificate and International Computer Drivers Licenses. At least two to Five years' experience in desktop/ IT support. Microsoft Certified Information Technology Professional and MAC client operating systems as well as various software packages.
- DUTIES** : To provide support end-user devices, software and applications. Responsible for resolving support requests as well as meeting customer satisfaction and continuous service delivery demands. To diagnose and resolve software and hardware incidents, including operating systems (Windows and Mac) and across a range of software and hardware incidents, including operations systems (Windows and MAC) and across a range of software applications. To assist all our users with any logged IT related incident when called upon. To take ownership of issues by carrying out problems analysis to implement temporary or permanent fixes with the aim to restoring service to the customer as soon as possible; escalating incidents to other support teams where necessary. To accurately record, update and document requests using the IT service desk system. To install and configure new IT equipment. To resolve incidents and upgrade different types of software and hardware, to resolve incidents with printers, copiers and scanners, maintain a first-class level of customers service ensuring that all customers are treated efficiently and in an appropriate manner, maintain excellent verbal communication skills with the ability to communicate effectively with staff. To create, maintain and publish relevant support documentation in order to assist all staff in the quick resolution of their incidents and service requests and enable users to become more self-sufficient. Attend GPG outreach programmers for the citizens.
- ENQUIRIES** : Mr. Leon Steyn Tel No: (011) 689 8400

POST 06/189 : **PRACTITIONER: DEBT MANAGEMENT REF NO: REFS/016123 (X4 POSTS)**
Directorate: Human Resource Services

SALARY CENTRE REQUIREMENTS : R269 214 per annum (Level 07), (plus benefits)
: Johannesburg
: Matric certificate plus a 3-year National Diploma/Degree in financial accounting / financial management/Legal. 2-3 years' collection experience or legal collection experience.

DUTIES : To administer and collect and process all debts owed to GPG Departments in line with the PFMA, Treasury Regulations and Debt Policy. Accurately process all the transactions within the SLA. Ensuring that collection process is followed. Process all ledger books accurately on BAS/ SAP/ PERSAL system. Collect debts and administer within the SLA. Ensure that non-payment debtors are referred to the office of State Attorney for legal action. Ensure that all queries are resolved, and debtors' book is reduced.

ENQUIRIES : Mr. Leon Steyn Tel No: (011) 689 8400

POST 06/190 : **PRACTITIONER: HUMAN RESOURCE ADMINISTRATION REF NO: REFS/016140 (X5 POSTS)**
Branch: Human Resource Services

SALARY CENTRE REQUIREMENTS : R269 214 per annum (Level 07), (plus benefits)
: Johannesburg
: Matric plus HR National Diploma/Degree with 1-2 years' experience in HR transactional experience. Knowledge of Public sector environment and transversal systems.

DUTIES : Check/verify completeness of HR Administration mandates/requests from Departments and capture on PERSAL, timeously and accurately. Identify HR Administration problems, gaps and needs to be investigated and propose corrective measures. Give advice on HR Administration matters pertaining to the application of the Public Service Regulation (PSR) Act. Resolve HR Administration problems and enquiries. Improve SLA time on the process to complete transactions. Customer relationship management and understanding of expectations of customers. Ability to handle high volumes of transactions. Handle multiple tasks simultaneously. Adhere to Service level Agreement's (SLA) timeframes, problem solving, communication, time management skills and professional dependability.

ENQUIRIES : Ms. Portia Makotwane, Tel No: (011) 689 8898

POST 06/191 : **PRACTITIONER: HUMAN RESOURCE ADMINISTRATION (EMPLOYEE EXITS) REF NO: REFS/016140 (X2 POSTS)**
Branch: Human Resource Services

SALARY CENTRE REQUIREMENTS : R269 214 per annum (Level 07), (plus benefits)
: Johannesburg
: Matric plus HR National Diploma/Degree with 1-2 years' experience in HR transactional processes.

DUTIES : Provide terminations services for the Gauteng Provincial Government (GPG) and implementing terminations date on PERSAL. Monitor interface of ATS and PERSA systems before processing the pension withdrawal. Pay leave gratuity/discounting and service bonus. Process pension withdrawal manually and electronically on e-Channel and PCM systems. Submit pensions withdrawal and make follow up with GEPG on claims forwarded. Ensure compliance and give advice on legislation and regulation (PSR) Act. Advice debt collectors on the debt to be recovered as mandated by the Department. Respond to all enquiries (e-mails, telephones & walk ins) about termination dine. Liaise with financial institutions, SARS, Public Protector, Court, and Home Affairs about ex-employees' particulars. Compile progress and SLA achievement report on terminations, leave gratuity and discounting, pension withdrawal. Conduct training on Employee Exit Processes to GPG employees and potential retirees.

ENQUIRIES : Ms. Portia Makotwane Tel No: (011) 689 8898

POST 06/192 : **PRACTITIONER: HUMAN RESOURCE PLANNING AND ORGANISATIONAL DEVELOPMENT REF NO: REFS/016144**
Branch: Corporate Management

SALARY : R269 214 per annum (Level 7), (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : National diploma in Human Resource Management/Organisational Development/work Study. A minimum of 1-2 years in a role relating to Human Resource planning or organizational development. Knowledge and understanding of organisational structure, job evaluation and job evaluation processes. Good presentation skills, writing skills, planning and organizing skills.

DUTIES : Coordinate organisational design and development processes. Assist in the development and monitoring of the HR Plan. Assist with ensuring compliance to the development of HR strategies. Manage HR information and knowledge. Coordinate organizational design and development. Assist in the development of job profiles. Maintain a record of the job profiles. Maintain delegation registers. Monitor and maintain post staff establishment.

ENQUIRIES : Ms. Portia Makotwane Tel No: (011) 689 8898

POST 06/193 : **SENIOR SECURITY OFFICER REF NO: REFS/016130**
Branch: Corporate Management

SALARY : R218 064 per annum (Level 06), (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12/Matric certificate plus a Security Certificate (A minimum of 1 year of study) Grade B Psira Certificate and Registered. 3 years security experience.

DUTIES : To oversee the provision of security services by coordinating protection, safeguarding and access control in building, other premises, and their contents, against external threats and potential losses according to the prescribed security policies, procedures, rules, and regulations. Supervise the security functions performed by the security offers, ensuring adherence to department security policies. Administrative and related functions. Provide security related services. Administrative and related functions. Provide security related services. Administer all control room operations to safeguard the department assets.

ENQUIRIES : Ms. Julena Gxoyiya Tel No: (011) 689 6202

POST 06/194 : **SECURITY OFFICER REF NO: REFS/ 016131 (X2 POSTS)**
Branch: Corporate Management

SALARY : R128 166 per annum (Level 03), (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Grade 9 (Basic education). Grade C (Basic Security Officer's Course). 6 months work experience in security services.

DUTIES : To render a security through protection, save guarding and access control with regard to building and other premises and their content, (e.g equipment, stores, and employees) according to the prescribed security procedures, rules and regulations. Key Roles: Determine whether visitors have appointments/or the service that the visitor required. Contact the relevant employee to confirm the appointment or refer to visitor to the relevant service delivery point. Complete or ensure that the admission control register is completed, and issue admission control documents/cards as required. Operate X-Ray machines where applicable. Lock and unlock entrances. Identify suspicious conduct. Ensure that unauthorized persons and dangerous objects to do not enter the building/premises. Follow -up on incidents.

ENQUIRIES : Ms Julena Gxoyiya Tel No: (011) 689 6202

DEPARTMENT OF HEALTH

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

ERRATUM: (For Wits Oral Health Centre), Kindly note that the following post with Ref No: ASDFIN/01, Post 05/215 was advertised in Public Service Vacancy Circular 05 dated 10 February 2023, The Requirements have been amended as follows (1) A tertiary qualification (NQF level 7) in Financial

Management/Accounting/Supply Chain Management/Logistics and other related fields. Three to five (3-5) years relevant experience in Financial Management and Supply Chain Management. Knowledge and experience in budget, expenditure, procurement, assets and revenue. Good understanding of Financial management and Supply Chain Policies & Procedures such as PFMA, Treasury regulations, PPPFA, SCM procedures and delegations of authority including transversal systems. Must have Good understanding of conditional grants. Good communication and report writing skills, Presentation and interpersonal skills. Computer literate with extensive knowledge of excel Spreadsheet. Able to work under pressure. The closing date has been extended to 03 March 2023. **(For Sizwe Tropical Disease Hospital)**, Kindly note the post that was advertised in Public Service Vacancy Circular 05 dated 10 February 2023, The Post title has been amended as Cleaner (5) with Ref No: STDH/20220015. The closing date has been extended to 03 March 2023. Kindly note that the post of Professional Nurse Grade 1 (Specialty) **(For Chris Hani Baragwanath Academic Hospital)** with Ref No: CHBAH 631 (X3 Posts) advertised in the Public Service Vacancy Circular 05 dated 10 February 2023, was published erroneously. The correct advert is Professional Nurse Grade 1 (Specialty) with Ref No: CHBAH 630 (X3 Posts). Those who have applied with Ref No: CHBAH 631, their applications will be combined with Ref No: CHBAH 630. We apologise for the inconvenience caused. Kindly Note That The Following Post **(For Pholosong Hospital)** Assistant Manager Nursing-Night Super Ref No: Pholo 2023/01/04, Salary: R588 378 – R682 089 per annum, (plus benefits), Operational Manager Nursing PNB3 Specialty- Critical Care Ref No: Pholo 2023/01/05, Salary: R588 378 – R682 089 per annum, (plus benefits), Post: Operational Manager Nursing PNB3 Specialty Orthopaedic Nursing (X1 Post) Ref No: Pholo 2023/01/06, Salary: R588 378 – R682 089 per annum, (plus benefits), Post: Professional Nurse Specialty – Advanced Midwifery and Neonatal Nursing Science (X3 Posts) Ref No: Pholo 2023/01/07, Salary: R400 644 – R464 466 per annum, (plus benefits), Post: Professional Nurse Specialty - Operating Theatre Nursing (X1 Post) Ref No: Pholo 2023/01/08 Salary: R400 644 – R464 466 per annum, Post: Professional Nurse Specialty– Critical Care Nursing (X1 Post) Ref No: Pholo 2023/01/09 Salary: R400 644 – R464 466 per annum, (plus benefits), Post: Professional Nurse Specialty – Advanced Midwifery & Neonatal Nursing Science/ Neonatal ICU/ Child Nursing/ Critical Nursing (X1 Post) Ref No: Pholo 2023/01/10 Salary: R400 644 – R464 466 per annum, Post: Professional Nurse Specialty- Trauma Nursing (X2 Posts) Ref No: Pholo 2023/01/11, Salary: R400 644 – R464 466 per annum, (plus benefits), Post: Assistant Director Patient Affairs (X1 Post) Ref No: Pholo 2023/01/12, Salary: R393 711 – R 463 764 per annum, (plus benefits) Post: Middle Manager: Communication (1 Post) Ref No: Pholo 2023/01/13, Salary: R393 711 – R463 764 per annum, (plus benefits), Post:Human Resource Officer Training – Ref No: Pholo 2023/01/14, Salary: R269 214 – R 317 127 per annum, (plus benefits), Post: Administration Officer: Medical Records Management – Ref No: Pholo 2023/01/15, Salary: R269 214 – R317 127 per annum (plus benefits) was advertised in Public Service Vacancy Circular 05 dated 10 February 2023 with the closing date 24 February 2023, it was advertised with inclusive package instead of plus benefits, The closing date will be extended to the 03 March 2023. We would like to apologies for the inconvenience. **DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION:** Kindly note that the following posts were advertised in Public Service Vacancy Circular 05 dated 10 February 2023, (1) Director: North Corridor with REFS/SACR/2023/04; The Requirements have been amended as follows; matric certificate plus an undergraduate qualification Public Management / BA Degree/ Degree in Business Management (NQF level 7) or relevant as recognized by SAQA. A compulsory Pre-Entry Senior Management Certificate will be required before assumption of duty. Minimum of 5 years' experience at middle management level in Operations management environment. (2) Deputy Director: Creative Arts, North Corridor with REFS/SACR/2023/11, The center is amended to North Corridor, Region A E & F. (3) **East Corridor Address:** Application to be submitted at Faranani Multi-Purpose, Modjadji Street, Taskane as amended. The closing date for the 2 posts has been extended to 07 March 2023.

OTHER POSTS

- POST 06/195** : **MEDICAL SPECIALIST GRADE 1-3 REF NO: REFS/016255 (X1 POST)**
Directorate: Clinical
- SALARY** : R1 156 308 - R1 227 255 per annum, (all-inclusive package)
R1 322 100 - R1 403 235 per annum, (all-inclusive package)
R1 534 356 - R1 918 284 per annum, (all-inclusive package)
- CENTRE** : Tara the H. Moross Centre, Sandton
- REQUIREMENTS** : Appropriate qualification in psychiatry (FC Psych (SA). MMed (Psych) or equivalent qualification recognised by the HPCSA), which allows registration as a specialist psychiatrist with the Health Professions Council of South Africa (HPCSA). Current registration with the HPCSA as an independent specialist psychiatrist. Sound clinical knowledge and skills in psychiatry. Ability to work in a multi-disciplinary team. Ability to fulfill the required teaching and training requirements. Knowledge of legislation, policies and procedures pertaining to mental health care users. Adequate interpersonal skills as well as professional and ethical conduct at all times. A valid driver's license.
- DUTIES** : Provide a direct clinical service and manage a psychiatric inpatient or outpatient unit. The provision of care, treatment and rehabilitation to mental health care users within the framework of the Mental Health Care Act (No 17 of 2002); involvement in other general psychiatry work as needed. Provide outreach services to District Health services and District/ Regional hospitals. Teaching and training of medical students, medical officers and psychiatry registrars, as well as other personnel (e.g. nurses, etc.). To stimulate, assist with and conduct research relevant to the Gauteng Department of Health and Department of Psychiatry. To supervise and manage junior staff, which would include disciplinary responsibilities, if and when necessary. Administrative duties. Active participation in hospital management committees. To assist with the development of policies and protocols of the hospital. Active participation in quality improvement programs including clinical audits, morbidity and mortality meetings and continuous professional development activities. To liaise with external stakeholders when appropriate. To always maintain professional and ethical conduct. This post is a joint appointment with the Division of Psychiatry, University of the Witwatersrand. The incumbent will be expected to participate in the teaching program of the department and to provide training to a range of students and healthcare workers.
- ENQUIRIES** : Dr. R Price- Hughes Tel No: (011) 535 3001
- APPLICATIONS** : Applications can be delivered to: Tara the H. Moross Centre C/o HR Section, 50 Saxon Road Hurlingham 2196 (Vacancy application box at the main gate), can be posted to:- Tara the H. Moross Centre, HR Section Private Bag x7 Randburg 2125. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using hand delivery or postal address.
- NOTE** : A Tara Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must be submitted on a duly new z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. A recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information should accompany the Completed and signed form: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. The copies of qualifications, ID, drivers' license and relevant certificates and registrations need not be attached when applying for the post. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act 85/1993.
- CLOSING DATE** : 03 March 2023
- POST 06/196** : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/016244 (X1 POST)**
Directorate: ENT
- SALARY** : R1 156 308 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)

- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty. No experience 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. Provision of a comprehensive clinical service for patients in the ENT, Head & Neck surgery department which includes supervising the management of and managing patients in the outpatient clinics, and a wards, performing and supervising appropriate surgical operations. Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g., Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits, and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes; to participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development; to maintain quality assurance standards and other departmental policies. Attend meetings and training as approved by HOU. 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. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)
- ENQUIRIES** : Prof MRI Ahmed Tel No: 011 933 8052
- 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, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). 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** : 03 March 2023
- POST 06/197** : **MEDICAL SPECIALIST GRADE 1-3 REF NO: HRM: 01/23**
Directorate: Clinical
- SALARY** : Grade 1: R1 156 308 per annum, (plus benefits)
Grade 2: R1 322 100.per annum, (plus benefits)
Grade 3: R1 534 356 per annum, (plus benefits)
- CENTRE** : Sterkfontein Hospital
- REQUIREMENTS** : **Grade 1:** FCPsych (SA) and/or MMed (Psychiatry) and registration with the HPCSA as Medical Specialist. **Grade 2:** additional 5 years since registration as a specialist **Grade 3:** additional 10 years since registration as a specialist. The post is a joint appointment of the Gauteng Department of Health and the University of the Witwatersrand Department of Psychiatry.
- DUTIES** : Clinical service Delivery: Assess, treat, monitor mental health care users in line with the Mental Health Care Act No 17 of 2002. Participate in Forensic psychiatric work (Forensic assessments in terms of section 79 of Criminal Procedure Act as well as the management of state patients). Prepare psychiatric and medico-legal reports as required, lead a multidisciplinary team to ensure a holistic approach to patient care. Liaise with Department of Justice. Teaching and training: Supervision, teaching, and assessment of postgraduate and undergraduate students. This includes registrars, medical officers medical students, psychology interns, occupational therapy students and others. Participate in the academic programmes at Sterkfontein Hospital including those scheduled by Wits University. Train and teach hospital staff when requested. Administrative and managerial: Partake in clinical audits. Provide input to management where appropriate. Perform clinical related administration task. Membership of and participation in relevant committees. Research: Actively participate and promote the research programme. Supervision, and examination of MMeds.
- ENQUIRIES** : Dr T.A.S Melapi Tel No: (011) 951 8341
- APPLICATIONS** : Application must be submitted on a fully completed new format Z83 (81/971431 www.dpsa.gov.za) accompanied by a detailed CV with at least two contactable references, to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the main entrance.
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidates will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), the recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
- CLOSING DATE** : 03 March 2023 Time: 12H00
- POST 06/198** : **MEDICAL SPECIALIST GRADE 1- GRADE 3 REF NO: EHD2023/02/12 (X1 POST)**
Directorate: Family Medicine
(Re-Advertisement, Applicants that previously applied are encouraged to re-apply)
- SALARY** : Grade 1 – Grade 3: R1 156 308 – R1 918 284 per annum, (all-inclusive remunerative package)
- CENTRE** : Ekurhuleni Health District

- REQUIREMENTS** : Grade 12 with appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a Family Physician (medical specialist). Postgraduate degree in family medicine (MMed.fammed). Basic medical degree (MBCHB or equivalent). Teaching experience. Experience in health management, transformation, and willingness to make a difference in the district health services. Joint appointment with department of Family Medicine University of the Witwatersrand (Wits) as a lecturer. Recommendations: Experience in district health service and general medical/family practice, PHC, HAST, EBM and current protocols. Clinical skills in terms of consultation, history taking, examination, clinical assessment, management procedures. Professional attitude, communication skills, ethics in relation to patients/families/community, referrals, consent for treatment, management, teamwork ability, medical records keeping. Willingness to work/participate in outreach programmes in any PHC facility in the district service.
- DUTIES** : Facilitate and support the provision of primary health care services in the district including clinics, Community health centres and district hospitals as part of DHS. Improve clinical quality of PHC services through direct patient care, mentoring and supervising health care professionals through integrated programmes. Participate in 24hour PHC services including Medico-legal and EMS. Improve clinical skills, protocols & guidelines usage and referrals in accordance with National and Provincial strategy. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine and PHC in the district. Support the provision of CPD/CME activities for medical officers, nurses, interns and community service doctors in the district. Support/participate in the development of district research projects.
- ENQUIRIES** : Dr S Agbo Tel No: 011 878 8548 / Cell: 079 877 4845
- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005, Germiston, 1400.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 03 March 2023
- POST 06/199** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/016245 (X3 POSTS)**
Directorate: ENT
- SALARY** : R858 528 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Primaries in ENT will be an added advantage.
- DUTIE** : The incumbent will be responsible or seeing patients daily in the ward and management thereof in liaison with the registrar and the consultant. The incumbent will admit patients to the ward, take bloods, do all the necessary investigations, and help to prepare patients for theatre. The incumbent will be

the first point of contact/call when patients in other departments in the hospital require assistance with ENT conditions. The incumbent will review patient files and charts daily and ensure that latest investigations are available in the files. The incumbent will attend to patients in the outpatient department and attend to their admissions to the ward. The incumbent will be required to attend to all administrative departmental duties, attend meetings in the department and participate in academic activities. The incumbent will liaise with X-Ray department in preparation for weekly X-Ray ENT combined meetings. The incumbent will be always expected to adhere to professional standards and uphold same when dealing with patients. The incumbent will be expected to execute their duties in a professional manner so as to reduce medical litigation by exercising good clinical practice. The incumbent should be willing to do commuted overtime and rendering after hours service and continuous uninterrupted care of patients on weekends, public holidays and after hours. The incumbent will be expected to interview, investigate, diagnose, and initiated treatment of patients in the department. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

- ENQUIRIES** : Prof MRI Ahmed Tel No: 011 933 8052
- 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, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). 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** : 03 March 2023
- POST 06/200** : **MEDICAL REGISTRAR REF NO: REFS/016246 (X2 POSTS)**
Directorate: ENT
- SALARY** : R858 528 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)

- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Must have Primaries and intermediate exams in ENT, ATLS and BSS in relevant department. The candidate will have rotated through the relevant departments of ICU and other surgical disciplines. Must have a valid driver's license.
- DUTIES** : The incumbent will be responsible for seeing patients on daily basis in the ward and management thereof in liaison with consultant. The incumbent will be expected to manage patients and do all the necessary investigations and help prepare patients for theatre. The incumbent will review patient files and charts daily and ensure that the latest investigations are available in the files. The incumbent will attend to patients in the outpatient department and attend to their admissions to the ward, where need be. The incumbent is required to attend all administrative departmental duties, attend meetings in the department and participate in academic activities. The incumbent will liaise with X-Ray department in preparation for weekly X-Ray ENT combined meetings. The incumbent will be always expected to adhere to professional standards and uphold same when dealing with patients. The incumbent will be expected to execute their duties in the professional manner to reduce medical litigation by exercising good clinical practice. The incumbent should be willing to do commuted overtime and rendering of afterhours services and continuous uninterrupted care of patients on weekends, public holidays and after hours. The incumbent will be expected to interview, investigate, diagnose, and initiate treatment of patients in the department. The incumbent will be involved in teaching undergraduate students, supervise medical officers, and will be required to participate in academic activities, including but not limited to, preparation of academic talks in the department, prepare talks for intervarsity meetings prepare talks/presentation for congress (national/international). Ensure that that there is good record keeping in the department and collect data for research purposes. Registrars will be rotated through the different hospitals affiliated to the university of Witwatersrand and will be jointly appointed between the university of the Witwatersrand and Gauteng Provincial Health department. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)
- ENQUIRIES** : Prof MRI Ahmed Tel No: 011 933 8052
- 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, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). 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** : 03 March 2023
- POST 06/201** : **DENTIST GRADE 1 REF NO: EHD2023/02/10**
Directorate: Oral Health Services
- SALARY** : R833 340 – R924 876 per annum, (all-inclusive remunerative package)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Grade 12 with bachelor's Degree in Dental Science (BDS or equivalent), registration with Health Professions Council of South Africa (HPCSA) as a Dentist. Less than seven years relevant experience as a Dentist.
- DUTIES** : The incumbent will be rendering a comprehensive oral health service in the clinics, dental mobile, prisons, institutions, hospitals and performing administrative duties as well as other community outreach programmes. Ensure proper running of services and provide good management skills within the clinic. The person will also provide relief duties in the sub-district and rotate within the Clinics. The person should have a sound knowledge of departmental policies. The person should have good communication skills, good interpersonal relation and an ability to work under pressure as well as problem solving skills. Perform any other task as delegated by Manager.
- ENQUIRIES** : Dr S.A Mbelu Tel No: (011) 876 -1775
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005, Germiston, 1400.
- FOR ATTENTION** : Human Resource Manager
NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 03 March 2023
- POST 06/202** : **DEPUTY DIRECTOR: ADMINISTRATION REF NO: UPOHC/ 0016/2023**
Directorate: Administration
- SALARY** : R766 584 – R903 006 per annum, (plus benefits)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : Degree or National Diploma in Human Resource/Public Management/ Finance Management/Logistic Management/Business Management plus a minimum of five (5) years relevant work and supervisory experience or grade 12/ equivalent thereof, plus more than 10 years of relevant work and supervisory experience. The person to be appointment should have a proven record on the following general abilities: Ability to lead and give direction to a team; Competency in effective communication (verbally and written); Problem solving, planning,

organizing, administrative and interpersonal relations skills. Computer literacy in Microsoft Office (Word, Excel and Power point); Knowledge and understanding of Human Resource Legislative framework and HR policies governing the public service, Public Service Act, Public Finance Management, Labour Relations Act, Skills Development Act and other legislative prescripts than govern HR. Knowledge of Finance and experience in PFMA, Treasury regulations and relevant finance policies and prescripts. Knowledge of Supply Chain, Financial legislation and regulations, PPPFA, Supply chain Management Framework Act, BBBEE and administrative policies, directives and procedures are critical requirements.

DUTIES : The person to be appointed will conduct the following duties: Serve as a Head of Administration. Provide expert advice on procedural and policy matters. Overhead management of Finance, including the institutional budget, expenditure, and revenue. Overhead management of the supply chain including Procurement, Provision Administration, Asset, Risk Management and Transport. Monitor and control all functions in Human Resources, including staff training and development (Personnel Management and Systems) PMDS, Employment Assistance Programme (EAP) and Labour Relations matters. Overhead management of all Patient Administration related matters and Administrative Support Services. Contribute to strategic planning regarding operational matters in the institution. Perform specialist administrative tasks. Policy development. Completion of management reports.

ENQUIRIES : Prof SL Shangase Tel No: 012 319 2327/2225
APPLICATIONS : Quoting the relevant reference number. Direct applications must be delivered to Ms. KT Rangata, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to PO Box 1266, Pretoria, 0001. No faxed or emailed applications will be considered.

NOTE : Fully completed new Z83 and Curriculum Vitae with minimum of at least three (3) referees. Relevant documents will only be requested to shortlisted candidates on or before the day of interview. Applications must be submitted Timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful.

CLOSING DATE : 03 March 2023

POST 06/203 : **DEPUTY DIRECTOR: ADMINISTRATION AND SUPPORT REF NO: REFS/ (X1 POST)**
 Directorate: Admin and Support

SALARY : R766 584 per annum
CENTRE : Sebokeng Hospital
REQUIREMENTS : A National Diploma or Degree in Public Administration/Public Management/Business Administration/Information Management Science or Technology related qualification (NQF 6 or 7) with 10 years' experience in administration & support services and Information Management of which 3 years is at the Assistant Director level. A valid driver's licence. Hospital management skills and experience would be an added advantage. Competency Skills: Communication skills; Management skills; People skills; Conflict resolution skills; Reporting skills; Negotiation skills; Planning and organising skills; Project management skills; Presentation and facilitation skills; Problem solving skills; Operational planning; ability to work under pressure and being self-motivated; Ability to work in a diverse team; Ability to adapt to change; Ability to liaise with business partners; and Ability to perform multiple tasks and work overtime where necessary. Computer skills (MS Word and MS Excel). Must be a driven and customer focused individual with excellent leadership, planning, organizing, communication (verbal and written), interpersonal relations and conflict management skills. Must have report writing, research, numerical and analytical, project management, presentation, decision making and management skills. Ability to work under pressure, meet deadlines, ability to analyse and interpret financial information. Must have the ability to interpret and present policies and other prescripts. Excellent ability to facilitate and coordinate workshops and meetings. Ability to interact at strategic level and implement turnaround strategies. Be service delivery orientated. Knowledge: Knowledge of the Public Finance and Management Act, Public

		Service Act, Public Service Regulations, PAIA, PAJA, OHS Act, POPI Act, Disaster Management Act, Labour Relations Act, Treasury Regulations, Records Management Act, RICA Act, Mortuary guidelines, Linen Management Act, Loss and Risk Management. Knowledge of the public service systems and procedures and other relevant legislations.
<u>DUTIES</u>	:	Manage and supervise hospital administration and support services division. Responsible for Strategic Planning of hospital services, Administration, Record Management, Security Management, Linen Management, Cleaning, Porters, Mortuary Departments and Information Technology. Implement benchmarking to ensure improved outputs. Implement, Manage, and monitor compliance with Service Level Agreements. Manage the budget and supervise human resource. Ensure compliance with relevant prescripts and mandates of the department. Develop and implement skills development and training for staff in the division. Liaise with internal clients and external stakeholders. Management of personnel performance contracting and performance management reviews. Develop and implement guidelines and Standard Operating Procedures (SOP) in the 237 division. Compilation and monitoring of Operational Plan, Risk register, Audit Action for management reporting and analysis. Ensure compliance with Ideal Hospital Framework. Represent the division in the hospital management meetings. Ensure implementation of Batho Pele principles in the division. Perform other related duties as delegated by the CEO.
<u>ENQUIRIES</u>	:	Chief Executive Officer: Mrs. MA Madolo Tel No: 016 930 3300
<u>APPLICATIONS</u>	:	Applications should be posted to Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, HR Department, Moshoeshoe Street. NB: Online applications will not be considered due to system challenges.
<u>NOTE</u>	:	Applications must be submitted on a new Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification of the application. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . In terms of DPSA circular no 19 of 2022, fully completed and signed Z83 form should be accompanied by a recent updated CV. Copies of qualifications and other relevant documents may not be included on application. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents will result in the application not being considered. Communication will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. The Department reserves the right not to make appointment(s) to the advertised post(s). Gauteng Department of Health is guided by the principles of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the institution. People with disabilities are encouraged to apply. Candidates will be subjected to medical assessment.
<u>CLOSING DATE</u>	:	03 March 2023
<u>POST 06/204</u>	:	<u>ASSISTANT MANAGER NURSING REF NO: EHD2023/02/05</u> Directorate: PHC
<u>SALARY</u>	:	R642 942 per annum, (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District (NSDR)
<u>REQUIREMENTS</u>	:	A Grade 12 with 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 Specialty. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties R48 (Clinical Nursing Science, Health Assessment, Treatment and Care) or R212 (Advanced Midwifery and Neonatal Science). 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 level. Financial management and human resource management knowledge; 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 mandatory. Driver's license is essential.

DUTIES

: To ensure that a comprehensive quality nursing treatment and care service is delivered to patients in a cost effective, efficient, and equitable manner by the facilities. To always ensure compliance to professional and ethical standards. Promote quality of nursing care and ethos as directed by the professional scope of practice and standards as determined by SANC. Facilitate provision of a comprehensive package of service at PHC level and ensure that the facilities adhere 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 ideal clinic, clinical guidelines and protocols, norms and standards within the facilities. Adhere to Office of the Health Standard Compliance 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. Oversee provincial personnel in Local Authority facilities. Ensure submission of day, weekly, monthly, quarterly, and annual reports. General administration duties and management soft skills is mandatory, Deputize the NSDR Deputy Manager when delegated.

**ENQUIRIES
APPLICATIONS**

: Ms G.S Mateza Tel No: (011) 565 - 5163
: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

NOTE

: No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE

: 03 March 2023

POST 06/205

: **ASSISTANT MANAGER NURSING REF NO: EHD2023/02/06**
Directorate: PHC

**SALARY
CENTRE
REQUIREMENTS**

: R642 942 per annum, (plus benefits)
: Ekurhuleni Health District (ESDR)
: A Grade 12 with 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 Specialty. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties R48 (Clinical Nursing Science, Health Assessment, Treatment and Care) or R212 (Advanced Midwifery and Neonatal Science). 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 level. Financial management and human resource management knowledge; 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 mandatory. Driver's license is essential.

DUTIES : To ensure that a comprehensive quality nursing treatment and care service is delivered to patients in a cost effective, efficient, and equitable manner by the facilities. To always ensure compliance to professional and ethical standards. Promote quality of nursing care and ethos as directed by the professional scope of practice and standards as determined by SANC. Facilitate provision of a comprehensive package of service at PHC level and ensure that the facilities adhere 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 ideal clinic, clinical guidelines and protocols, norms and standards within the facilities. Adhere to Office of the Health Standard Compliance 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 day, weekly, monthly, quarterly and annual reports. Manage and implement COVID 19 guidelines. General administration duties and management soft skills is mandatory, Deputize the ESDR Deputy Manager when delegated.

ENQUIRIES : Ms NM Xaba Tel No: (011) 737 – 0746
APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 03 March 2023

POST 06/206 : **ASSISTANT MANAGER NURSING (WBPHCOT) REF NO: EHD2023/02/23**
Directorate: PHC

SALARY : R642 942 per annum, (plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Grade 12 certificate with R425 basic qualification accredited with SANC (i.e. diploma/degree in nursing) or equivalent qualification that allow registration with SANC as a Professional Nurse. A post basic qualification R48 (Clinical health Assessment, Diagnosis, Treatment and Care) at least 1 year of experience after obtaining a post basic qualification. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a

Professional Nurse with SANC. At least 6 years of the period referred to above must be appropriate experience after obtaining the 1 year post-basic qualification in Clinical health Assessment, Diagnosis, Treatment and Care. At least 3 years of the period mentioned above must be recognizable experience at management level. A valid driver's license and computer literacy is essential. Knowledge of Public Service Act, Public Service Regulations, Public Finance Management Act. Applicant must have strong supervisory and sound interpersonal relations skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision-making, and problem-solving skills. Relevant experience working in PHC setting will be an added advantage.

DUTIES : Coordinate the implementation of WBPHCOT in the district. Liaise with relevant stakeholders in WBPHCOT. Manage and supervise WBPHCOT coordinators in the subdistricts. Collate and analyze monthly and quarterly reports from the facilities and consolidate into a comprehensive report. Coordinate community campaigns done by WBPHCOT in accordance with the health calendar, community and facility needs. Coordinate and oversee relevant trainings of the teams according to their scope of work. Monitor and ensure proper utilization of financial and physical resources. Maintain professional growth/ethical standards, self -development and mentoring of coordinators. Maintain and manage PMDS of subordinates, ensure effective communication within the teams and health establishment.

ENQUIRIES : Ms E. Mashigo Tel No: (011)876 - 1814

APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 03 March 2023

POST 06/207 : **ASSISTANT MANAGER NURSING REF NO: EHD2023/02/21**
Directorate: HAST

SALARY : R588 378 per annum, (plus benefits)

CENTRE : Ekurhuleni Health District

REQUIREMENTS : Grade 12 certificate with R425 basic qualification accredited with SANC (i.e. diploma/degree in nursing) or equivalent qualification that allow registration with SANC as a Professional Nurse. A minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. At least 3 years of the period referred above must be appropriate / recognizable experience at management level. A valid driver's license is essential. Experience in HIV and AIDS and TB program management. Knowledge of PFMA; financial management as well as Human Resources Management. Computer literacy is essential.

DUTIES : Implementation of the HAST strategic plan in line with the triple 90, HIV and TB strategy. Collaboration and facilitate the development of the District HAST Business Plan. Effective monitoring of the budget allocation to ensure that resources are adequately supplied. Improving access to HIV and TB services through routine HCT and TB screening, Genexpert and PCR. Implementing

quality assurance to the HIV and TB program to ensure sustained treatment viral suppression and cure rate. Implementation of Integrated health information systems for ART, HTS, Pre-ART, PrEP, MMC, Index Testing, CQI and TB and Tier.net. Liaise with Local Government, different levels of Health, Community structures and NPO's to improve service delivery. Management of all HTS outreach programs, monitoring CHW and their performance. Support NPO's funded by the Department of Health in the District. Community mobilization and NGO support with focus on key populations. Conducting quarterly reviews for performance monitoring at District and Sub District level. Manage human, financial and physical resources for HAST and prepare source documentation for audit purpose. Report writing. Perform all other duties delegated by Supervisor / Manager.

**ENQUIRIES
APPLICATIONS**

: Ms S.A Motloung Tel No: (011)876 - 1820
 : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

NOTE

: No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE

: 03 March 2023

POST 06/208

: **ASSISTANT MANAGER NURSING REF NO: STDH/20220017 (X1 POST)**
 Directorate: Nursing services

**SALARY
CENTRE
REQUIREMENTS**

: R588 378 – R682 089 per annum, plus benefits
 : Sizwe Tropical Disease Hospital
 : Senior certificate /Grade 12. Basic qualification in terms of Government notice R425 i.e. Diploma / Degree in General Nursing or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife. Diploma / Degree in Nursing Administration and in Nursing Education registered with recognized institutions will be an added advantage. Proof of current registration with SANC. A minimum of 8 years appropriate / recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of period referred to above must be appropriate / recognizable experience at management level. Computer literacy and strong writing skills knowledge and insight in nursing care processes, procedures, statues and other relevant legislative frameworks governing the public service. Knowledge of code of conduct and labour relations. Decision making and problem solving skills. Good communication and interpersonal skills. Knowledge in Ideal Hospital Realisation and maitanance framework.

DUTIES

: In depth knowledge of Acts,policies, Procedures, Prescripts, and Nursing Legislative framework and ethical Nursing practice and how it impacts on service delivery. Executive of managerial duties and functions with proficiency in support of the strategic objectives with APP and operational plan of the institution. Coordination ,Management and delivery of quality Nursing Care within the relevant prescripts. Participate in formulation, implementation and monitoring of scope of practice, Policies, Guidelines, Standard Operating Procedures and Regulations pertaining to Nursing Care. Ensure compliance to Ideal Hospital Framework and other initiatives in the institution including provincial priorities. Improve quality care through the reduction of complaints.

Coordinate and support the units to comply with the institutional operational plan e.g infection prevention control, training programmes as well as Occupational Health and safety policies. Manage and supervise effective and efficient utilization of all resources i.e human, financial and material resources. Execute and support Disciplinary code and grievance procedure as per Labour relation Act. Analyse and ensure submission of accurate quality reports timeously to meet dead lines. Monitor implementation plans to promote clean audits. Monitor and manage effective and efficient training and development of Nurses. Develop and ensure constructive and effective relationship with patients, Nursing and other stakeholders e.g MDT and patients families. Participate in some Hospital committees as delegated.

**ENQUIRIES
APPLICATIONS**

: Ms BM Rikhotso Tel No: (011) 531 – 4302/4
 : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag X2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham

NOTE

: The application must include only fully completed 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 candidates to HR on or before the day of interview. Applicants must indicate the department for which they are applying for. Applications received after closing date as well as those that do not comply with the requirements i.e incomplete Z83, will not be taken into consideration. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)

CLOSING DATE

: 03 March 2023

POST 06/209

**THERAPEUTIC AND MEDICAL SUPPORT SERVICES PROGRAMME
COORDINATOR GRADE 1 REF NO: EHD2023/02/01**

Directorate: Therapeutic Services
 (Re-Advertisement)

**SALARY
CENTRE
REQUIREMENTS**

: R487 305 – R540 840 per annum, (plus benefits)
 : Ekurhuleni Health District (NSDR)
 : Grade 12 with bachelor' degree in Occupational Therapy, Podiatry, Optometry, Physiotherapy and Speech Therapy or Audiology / both (dual). Current valid registration with HPCSA. A minimum of 3 years appropriate experience in the relevant profession after registration with the HPCSA in the following categories: Speech and Audiology, Audio, Speech, Optometry, Physiotherapy, Occupational Therapy and Podiatry. Relevant experience in Primary Health Care Setting. Relevant experience Community Rehabilitation Services. Supervisory experience in Management of Therapeutic Services Team. Valid driver's license is essential. Computer literacy. Ability to work under pressure. Knowledge in the relevant policies, protocols, and guidelines. Good communication, report writing and problem-solving skills. Must be proactive, innovative, and independent leader.

DUTIES

: Provide leadership at Ekurhuleni Health District and Therapeutic Services in the Sub-district. Give input and ensure adherence to District, provincial and national legislation. Implement and contribute to the proper utilization of allocated financial and physical resources. Submission of weekly, monthly, quarterly, and annual Therapeutic Services reports, stats and other administrative duties to District and Provincial managers for Therapeutic services. Analyze and interpret Data. Establish good working relationship with other stakeholders within the district and outside the district e.g., Mental Health, NGO's, Organization for People with Disability, etc. Coordinate and ensure health promotion, prevention and community intervention activities are rendered in the district. Ensure continuous professional development activities for staff. Implement quality assurance policies and develop appropriate quality improvement plan for the Therapeutic Service unit. Attend all relevant meetings at District and Provincial levels. Provide support to the Subdistrict Therapeutic Units and Programs.

**ENQUIRIES
APPLICATIONS**

: Ms AE Tshivhase/ Mr G. Mavimbela Tel No: (011) 876 1776
 : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

NOTE : This post is a re-advertisement, applicants who applied previously are encouraged to re-apply. No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 03 March 2023

POST 06/210 : **CHIEF OCCUPATIONAL THERAPIST GRADE 1 REF NO: EHD2023/02/20**
Directorate: Therapeutic Services

SALARY : R487 305 – R540 840 per annum, (plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Grade 12 with appropriate qualification (degree) that allows for the required registration with the Health Professionals Council of South Africa (HPCSA) in the relevant profession as an Occupational Therapist. A minimum of 3 years' appropriate experience after registration with HPCSA as an independent Occupational Therapist. Good Communication skills. Knowledge of PFMA, Ideal Clinic, and other relevant policies, protocols, and guidelines. Ability to work within a multidisciplinary team to ensure holistic care. Report writing skills and problem-solving skills. A valid driver's license is essential. Experience in working in a primary health care (PHC) setting. Computer literacy is essential. Must be proactive, innovative and an independent team leader. Knowledge of financial and Human resources management.

DUTIES : Provide overall management, supervision, and control of allocated staff in PHC setting to smooth service delivery. Provision of Community Based (CBR) services with the focus on health promotion, prevention and community intervention. Establish a good working relationship with other stakeholders within the District E.g., Mental health, Non-communicable Disease, Integrated School Health Programme, etc. Complete monthly report and stats and other administrative task required for running of the services. Develop and monitor an operational plan for Occupational Therapy services. Implement and contribute to the proper utilization of allocated financial and physical resources. Knowledge in Performance Management Development System (PMDS). Attend PHC Management meetings, Therapeutic Services meetings, other stakeholder's meetings and forums. Ensure adherence to government policies and protocols. Participate in continuous professional development activities. Implement quality assurance policies and develop appropriate quality improvement plan for the therapeutic services unit. Perform any other duties delegated by Supervisor/Manager.

ENQUIRIES : Ms A.E Tshivhase / Mr G. Mavimbela Tel No: (011) 876 – 1776
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005, Germiston, 1400.

FOR ATTENTION : Human Resource Manager
NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not

required to submit copies of qualifications and other related documents on application but must submit the Z.83 and detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

- CLOSING DATE** : 03 March 2023
- POST 06/211** : **CHIEF PHYSIOTHERAPIST REF NO: TDHS/A/2023/07**
Directorate: Therapeutic Services
- SALARY** : Grade 1: R487 305 - R540 840 per annum
Grade 2: R557 184 - R618 396 per annum
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : Appropriate degree in Physiotherapy, Current registration with HPCSA, Valid code 8/10 driver's license. **Grade 1:** Minimum of 10 years' experience working as a Physiotherapist after registering with HPCSA. Relevant experience in management of personnel and financial management. **Grade 2:** Minimum of 5 years' experience working as a Chief Physiotherapist after registering with HPCSA. Relevant experience in management of personnel and financial management. Other Skills: Knowledge of working in the community-based setting, computer literate, good communication skills, interpersonal skills. Knowledge in relevant policies, protocols and guidelines. Must be Proactive, innovative and a team player. Team leadership skills.
- DUTIES** : Render Physiotherapy service in the allocated area of responsibility in the district that complies with the standards and norms of the Gauteng department of Health. Provide overall management, supervision and control of allocated staff servicing Tshwane District area to ensure smooth service delivery. Implement and contribute to the proper utilization of allocated financial and physical resources. Compile monthly, quarterly and annual team reports, stats, and other administrative duties for therapeutic service unit and submit to the sub-district coordinator. Establish good working relationship with other stake holders within the district e.g Support groups, NGO's, Organizations for people with disabilities etc. Provide community-based Rehabilitation with the focus on Health promotion, prevention and community interventions. Participate in continuous professional development activities. Implement quality assurance policies and develop appropriate quality improvement plans. Attend management meetings and forums. Perform all other allocated duties as delegated by Supervisor/Manager.
- ENQUIRIES** : Mr Lawrence Shirimane Tel No: 012 451 9026 / 071 673 6793 (office hours only)
- APPLICATIONS** : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.
- NOTE** : Applicant are required to submit copies of qualifications and other relevant documents when applying but submit fully completed New form Z83 and a detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication with HR. If you have not been contacted within three months, after the closing date, please accept that your application was unsuccessful. The recommended candidates may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointment will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 03 March 2023

- POST 06/212** : **CHIEF AUDIOLOGIST GRADE 1 (PAEDIATRIC) REF NO: REFS/016248 (X1 POST)**
 Directorate: Audiology
- SALARY** : R487 305 per annum, plus benefits
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession (where applicable). A minimum of 3 years appropriate experience in Paediatric Audiology after registration of Independent Practice with the HPCSA. Experience in diagnostic electrophysiology and hearing aid verification is essential. Management of a team and/or program will be an advantage. Competencies/Knowledge/Skills: knowledge of relevant Public Service regulations, policies, acts and procedures. Ability to work under pressure. Good communication skills (verbal and written), compliance with budgeting, Quality assurance, National Core Standards, Ideal Hospital Tool, Health and Safety and Infection Control principles and procedures.
- DUTIES** : Manage the Paediatric Audiology Team (8-10 team members) within the Speech Therapy and Audiology Department. To be responsible for the management of paediatric audiology services, including the implementation and review of evidence-based protocols and procedures, regular clinical monitoring of service provision and the ongoing development of services. Reportable to the Assistant Director of Speech Therapy and Audiology. Appropriate budgeting and demand plan generation, excellent teamwork, and conflict management skills. Be able to appropriately guide and mentor team members and clinical co-ordinators in areas of paediatric audiology. Identifying training needs of team members and implementing a skills development programme. To work within a multidisciplinary team, within professional boundaries. To carry out a broad range of audiological procedures in accordance with best practice guidelines. To ensure that clinical resources are maintained according to protocols and accreditation standards, including calibration checks and the identification of faults. Provide input for the Audiology policy planning and implementation. To supervise, develop, train, and monitor the performance of team members in all aspects of service delivery whilst adhering to Batho Pele Principles, National Core Standards, Quality Assurance and other Public Service policies and acts. Manage conflict and implement corrective measures and all governing departmental policies. To supervise students. Contribute to research priorities and projects in the department. Manage the workflow in of the Paediatric Audiology Team. Must be a team player within the department and institution. Ensure compliance with HPCSA Legislation. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)
- ENQUIRIES** : Dr. S Balton Tel No: (011) 933 9269
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, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be

required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). 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** : 03 March 2023
- POST 06/213** : **CLINICAL TRAINING COORDINATOR GRADE 1 ONLY REF NO: EHD2023/02/22**
Directorate: HRD: Professional Development
- SALARY CENTRE REQUIREMENTS** : R464 466 per annum, (plus benefits)
: Ekurhuleni Health District (District)
: Grade 12 certificate with Basic qualification accredited with SANC in terms of Government Notice No.R425 qualification, i.e,4 Years Diploma/ Degree in Nursing. A minimum of 7 years appropriate /recognizable experience in Nursing after registration as a Professional Nurse. A post basic qualification In Nursing Education will be an added advantage. A valid driver's license and computer literacy are essential. Current registration with SANC. Evidence of short courses attended e.g., HIV, TB, STI, IMCI, Covid19 Vaccination, EMTCT, APC, EPI, C &FP, NIMART, ACC, BLS, and Mental Health etc. Good interpersonal relationship. Communication (Written, Verbal) and presentation skills). Ability to plan, organize and facilitate training courses. Knowledge of Curriculum design. Proficient in Microsoft office in particularly Excel, word, and power point. Ability to work independently and with all stakeholders.
- DUTIES** : Plan, organize, coordinate, and monitor Clinical Trainings. Ensure clinical practice by the clinicians is done in accordance with the guidelines. Develop and update training materials and manuals aligned to the National guidelines and relevant training needs. Conduct skills audit and training needs analysis for all staff categories. Coordinate and train clinical support programmes Courses e.g. PMTCT, ADL etc. Facilitation of training Courses across the District. Coordinate Professional Development training as per Central Office training schedule. Participate in the development of District Training Operational Plan Participate in the development of District Training Plan (GPG &COE) with support of DSP's and RTC. Coordinate Formal education (Full time and Part Time) with Tertiary Institutions (NEI's). Submit plans and quality training reports according to set dates. Attend stakeholder's meetings and updates related to training as well as meetings requested by Supervisor. Coordinate and monitor the implementation of continuous professional development (CPD) according to provincial CPD framework and SANC. Coordinate Clinical Students work integrated learning. Perform all other duties that are delegated by the supervisor/manager.
- ENQUIRIES APPLICATIONS** : Mr F Mudau. Tel No: (011) 876 1733
: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only

shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE

: 03 March 2023

POST 06/214

: **OPERATIONAL MANAGER (OHS COORDINATOR) REF NO: STDH/20220018 (X1 POST)**
Directorate: Nursing services

SALARY

: R464 466 – R522 756 per annum, plus benefits

CENTRE

: Sizwe Tropical Disease Hospital

REQUIREMENTS

: Grade 12 (STD10). Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. diploma / degree or Equivalent qualification that allows registration with SANC as a Professional Nurse, one year Diploma or equivalent qualification in Occupational Health and safety registered with a recognizable institution, will be an added advantage. A minimum of 7years appropriate /recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 3 years of the period referred above must be appropriate /recognizable experience in coordination of OHS and implementation staff wellness clinic. Computer Literacy will be an added advantage. Good communication skills. Knowledge, skills attributes and abilities to make independent decisions. Ability to priorities issues and work-related matters and comply with time frames. Knowledge of OHS practices, knowledge of nursing Acts, Regulations and Ideal Hospital Framework.

DUTIES

: Provision of in depth knowledge of Acts, policies, procedures, OHS prescripts and legislations, ethical Nursing practice and how it impacts to service delivery. Knowledge of Labour Laws Act. Facilitate, coordinate and review institution standard operation procedures and guidelines regarding OHS and staff wellness clinic. Implement and maintain an effective Hospital staff wellness clinic in alignment with National guidelines and Legislatives. Develop and implement policies. Ensure that the health establishment is complying with all general safety regulations. Ability to demonstrate in depth knowledge to the compensation for occupational injuries and diseases Act and all legislations that guide OHS and wellness programme. Compile and analyse and submit accurate reports to meet the deadlines. Maintain a therapeutic environment in which health care can be provided. Conduct training, compile monthly, quarterly, and annual Staff wellness clinic and OHS reports. Maintain Professional Growth /ethical standards and development of self and subordinates. Coordinate and lead meaningful rounds to monitor compliance to OHS legislations. Coordinate, conduct and manage staff medical surveillance according to HCS. Prevent, Manage and report the occupational diseases and injuries in accordance to Occupational Health and safety legislations. Maintain accreditation standards by ensuring compliance with National Norms and standards and ideal Hospital Framework. Assist in quality improvement and infection prevention and control matters within the institution. Coordinate and Represent staff wellness clinic and OHS at all management and other meetings as required. Participate in some Hospital committees as delegated and be ethical and able to maintain confidential information. Coordinate and ensure that the Hospital complies with the Emergency preparedness plan. Plan for employee's healthy life programmes. Plan and ensure training and drills are implemented to meet the Hospital objectives in the operational plan aligned to APP. Provide comprehensive employee Health and wellness services in line with DPISA and EHWP Framework. Maintain a good relationship with OHS, EWP and other stakeholders.

ENQUIRIES

: Ms BM Rikhotso Tel No: (011) 531 – 4302/4

APPLICATIONS

: Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe

		Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.
<u>NOTE</u>	:	The application must include only fully completed 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 candidates to HR on or before the day of interview. Applicants must indicate the department for which they are applying for. Applications received after closing date as well as those that do not comply with the requirements i.e incomplete Z83, will not be taken into consideration. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
<u>CLOSING DATE</u>	:	03 March 2023
<u>POST 06/215</u>	:	<u>OPERATIONAL MANAGER-GENERAL (MALE MEDICAL) REF NO: 05/2023 (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	R464 466 per annum, (plus benefits)
<u>CENTRE</u>	:	Kopanong Hospital
<u>REQUIREMENTS</u>	:	Appropriate Degree/ Diploma in nursing or equivalent qualification that allows registration with SANC as a professional Nurse and Midwife. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. Ability to work independently and innovatively. Ability to take charge and make appropriate independent decisions. Candidate must be registered with SANC and have a current receipt. Good interpersonal relations, communication and leadership skills.
<u>DUTIES</u>	:	Supervise and evaluate quality of nursing care as directed by professional scope of practice and set nursing standards within a professional/legal frame work. Compile, analyse and interrogate reports to improve quality of patient care. Demonstrate effective communication with patients, subordinates supervisors, colleagues and other stakeholders. Knowledge of Ideal Hospitalisation Realisation and implementation of in the unit. Deputize the nursing managers in their absence. Manage and monitor effective utilization and supervision of human, financial and physical resources. Co-ordination and provision of effective training and research. Maintain professional growth/ethical standards and self-development. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Maintain constructive working relationships with nursing and other stake holders. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Demonstrate basic understanding of Human Resource policies and practice through effective implementation of PMDS, disciplinary processes, leave management and supply chain management procedures.
<u>ENQUIRIES</u>	:	Ms ME Polo Tel No: (016) 428 7130
<u>APPLICATIONS</u>	:	Applications must be submitted at Kopanong Hospital, 2 casino Road, Duncanville, at HR Officers. There is an application box at hospital entrance ask Security Officers on duty for assistance, Alternative, applications can be posted to Kopanong Hospital, Private Bag X 031, Duncanville, 1930
<u>CLOSING DATE</u>	:	03 March 2023
<u>POST 06/216</u>	:	<u>OPERATIONAL MANAGER-GENERAL (OPD) REF NO: 06/2023 (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	R464 466 per annum, (plus benefits)
<u>CENTRE</u>	:	Kopanong Hospital
<u>REQUIREMENTS</u>	:	Appropriate Degree/ Diploma in nursing or equivalent qualification that allows registration with SANC as a professional Nurse and Midwife. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. Ability to work independently and innovatively. Ability to take charge and make appropriate independent decisions. Candidate must be registered with SANC and have a current receipt. Good interpersonal relations, communication and leadership skills.

- DUTIES** : Demonstrate basic understanding of Human Resource policies and practice through effective implementation of PMDS, disciplinary processes, leave management and supply chain management procedures. To manage and monitor proper utilization of human, financial and physical resources. Compliance to Batho-Pele principles, key priorities areas and Ideal Hospital Realization and maintenance. Have deputize the nursing managers in their absence. Participate in hospital committees, training, coaching and mentoring of nurses under your supervision. Demonstrate creativity and innovation in implementation of services to ensure quality patient care. Management of data in accordance with DHIMS policy. Demonstrate effective communication with patients and relatives, supervisors, other health professional and junior colleagues including more complex report writing when required. Demonstrate in depth understanding of nursing legislations and related ethical nursing practice. Work as part of the multidisciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively, and amicably at a supervisory level, with person of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing in the unit. Ensure that the environmental complies with Health and Safety Act, infection, prevention and control policies and other relevant legislation framework. Ensure effective and efficient budget and assets control for the department
- ENQUIRIES** : Ms ME Polo Tel No: (016) 428 7130
- APPLICATIONS** : Applications must be submitted at Kopanong Hospital, 2 casino Road, Duncanville, at HR Officers. There is an application box at hospital entrance ask Security Officers on duty for assistance, Alternative, applications can be posted to Kopanong Hospital, Private Bag X 031, Duncanville, 1930
- CLOSING DATE** : 03 March 2023
- POST 06/217** : **CLINICAL PROGRAM CO-ORDINATOR (PN-A5) REF NO: CHBAH 634 (X1 POST)**
Directorate: Nursing Services (Infection Control)
- SALARY** : R464 466 per annum, (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Basic R425 qualification (i.e., Diploma or Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council (SANC). A Diploma/certificate in Infection Prevention & Control. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in general nursing. Competencies/Knowledge/Skills: Computer literacy. Leadership, ward management/ward administration, planning, organizing, coordination, and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines. Preparedness to work in stressful conditions as the need arises. Demonstrate effective communication at all levels of service delivery. Demonstrate an in-depth understanding legislation and ethical practices relating to public service, public health, nursing, and other multidisciplinary health professions acts.
- DUTIES** : Ensure that the multidisciplinary team complies with clinical standards and Ideal Hospital Standards. Identify health care associated infections, investigate the type of infection and infecting organism, conduct surveillance in hospital infections and participate in outbreak investigation. Participate in the training and education of personnel. Provide expert consultative advice regarding the health of staff and other appropriate hospital programme in matters relating to transmission of infections. Compile and analyse reports to improve quality care. Supervise and support the multidisciplinary teams. Liaise with district health structures and with other facilities where appropriate.
- ENQUIRIES** : Mrs. Mafoko L Tel No: (011) 933 9649/9650
- 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. Faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at

www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). 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** : 03 March 2023
- POST 06/218** : **CLINICAL PROGRAM CO-ORDINATOR (PN-A5) REF NO: CHBAH 635 (X1 POST)**
Directorate: Nursing Services (Nursing Personnel)
- SALARY CENTRE REQUIREMENTS** : R464 466 per annum, (plus benefits)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Basic R425 qualification (i.e., Diploma or Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council (SANC). A Diploma/certificate in Infection Prevention & Control. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in general nursing. Competencies/Knowledge/Skills: Computer literacy. Leadership, ward management/ward administration, planning, organizing, coordination, and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines. Preparedness to work in stressful conditions as the need arises. Demonstrate effective communication at all levels of service delivery. Demonstrate an in-depth understanding legislation and ethical practices relating to public service, public health, nursing, and other multidisciplinary health professions acts.
- DUTIES** : Supervise, allocate and coordinate Community Service Professional Nurses (curatorship). Implement nursing ethics, legislation, and related framework. Manage resources effectively and efficiently in the unit. Compile and analyse reports on recruitments and service terminations (death, transfers, and resignations). Collaborating with Nurse managers in the Cost Centres and CETU. Collaborate with Human Resources Department (HRD) when processing leave management and service terminations. Handling of Nursing agencies-related matters (Timeous time control sheets submission and, verifying and quality checking of invoices). Representing nursing on different hospital Committees as assigned by Nursing Director. Perform all the administrative functions required of the job including keeping records of nursing skills base. Applicant should be prepared to undergo Medical Surveillance as

<u>ENQUIRIES</u>	:	an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)
<u>APPLICATIONS</u>	:	Mr MB Mulaudzi Tel No: (011) 933 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. 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 and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). 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. 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.
<u>CLOSING DATE</u>	:	03 March 2023
<u>POST 06/219</u>	:	<u>PROFESSIONAL NURSE (ADVANCED MIDWIFERY AND NEONATAL)</u> <u>REF NO: EHD2023/02/13</u> Directorate: Primary Health Care
<u>SALARY</u>	:	Grade 1 – Grade 2: R400 644 – R606 042 per annum, (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District (ESDR)
<u>REQUIREMENTS</u>	:	Grade 12 certificate with Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Advanced Midwifery and Neonatal Nursing Science). A minimum of 4years appropriate experience in Nursing after registration as Professional Nurse with SANC in General Nursing.
<u>DUTIES</u>	:	Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal framework. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards. Knowledge of all relevant mother and

- child policies, guidelines and protocols. Perform any other duties delegated by Supervisor.
- ENQUIRIES APPLICATIONS** : Ms N.M Xaba Tel No: (011) 737 - 9746
 : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into equity profile will be taken into consideration.
- CLOSING DATE** : 03 March 2023
- POST 06/220** : **PROFESSIONAL NURSE (ADVANCED MIDWIFERY AND NEONATAL)**
REF NO: EHD2023/02/14
 Directorate: Primary Health Care
- SALARY CENTRE REQUIREMENTS** : Grade 1 – Grade 2: R400 644 – R606 042.per annum, (plus benefits)
 : Ekurhuleni Health District (SSDR)
 : Grade 12 certificate with Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Advanced Midwifery and Neonatal Nursing Science). A minimum of 4years appropriate experience in Nursing after registration as Professional Nurse with SANC in General Nursing.
- DUTIES** : Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal framework. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards. Knowledge of all relevant mother and child policies, guidelines and protocols. Perform any other duties delegated by Supervisor.
- ENQUIRIES APPLICATIONS** : Ms P Mngomezulu Tel No: 0824122483
 : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into equity profile will be taken into consideration.

CLOSING DATE

: 03 March 2023

POST 06/221

: **PROFESSIONAL NURSE (ADVANCED MIDWIFERY AND NEONATAL)**
REF NO: EHD2023/02/15
Directorate: Primary Health Care

SALARY
CENTRE

: Grade 1 – Grade 2: R400 644 – R606 042 per annum, (plus benefits)
: Ekurhuleni Health District (NSDR)

REQUIREMENTS

: Grade 12 certificate with Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Advanced Midwifery and Neonatal Nursing Science. A minimum of 4years appropriate experience in Nursing after registration as Professional Nurse with SANC in General Nursing.

DUTIES

: Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal framework. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards. Knowledge of all relevant mother and child policies, guidelines and protocols. Perform any other duties delegated by Supervisor.

ENQUIRIES
APPLICATIONS

: Ms G.S Mateza Tel No: (011) 565 - 5160
: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.

NOTE

: No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into equity profile will be taken into consideration.

CLOSING DATE

: 03 March 2023

POST 06/222

: **CLINICAL NURSE PRACTITIONER (PHC) REF NO: EHD2023/02/16**
Directorate: Primary Health Care

SALARY
CENTRE

: Grade 1 – Grade 2: R400 644 – R606 042 per annum, (plus benefits)
: Ekurhuleni Health District (ESDR)

REQUIREMENTS

: Grade 12 with Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R48 in the relevant specialty (Clinical Nursing Science, Health Assessment, Treatment

- and Care). A minimum of 4 years appropriate experience in Nursing after registration as Professional Nurse with SANC in General Nursing.
- DUTIES** : Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal framework. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards.
- ENQUIRIES** : Ms N.M Xaba Tel No: (011) 737 - 9746
- APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 03 March 2023
- POST 06/223** : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: EHD2023/02/17**
Directorate: Primary Health Care
- SALARY** : Grade 1 – Grade 2: R400 644 – R606 042 per annum, (plus benefits)
- CENTRE** : Ekurhuleni Health District (SSDR)
- REQUIREMENTS** : Grade 12 with Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R48 in the relevant specialty (Clinical Nursing Science, Health Assessment, Treatment and Care). A minimum of 4 years appropriate experience in Nursing after registration as Professional Nurse with SANC in General Nursing.
- DUTIES** : Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal framework. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards.
- ENQUIRIES** : Ms P Mngomezulu at 082 412 2483
- APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only

shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

- CLOSING DATE** : 03 March 2023
- POST 06/224** : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: EHD2023/02/18**
Directorate: Primary Health Care
- SALARY** : Grade 1 – Grade 2: R400 644 – R606 042 per annum, (plus benefits)
- CENTRE** : Ekurhuleni Health District (NSDR)
- REQUIREMENTS** : Grade 12 with Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R48 in the relevant specialty (Clinical Nursing Science, Health Assessment, Treatment and Care). A minimum of 4 years appropriate experience in Nursing after registration as Professional Nurse with SANC in General Nursing.
- DUTIES** : Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal framework. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards.
- ENQUIRIES** : Ms GS Mateza Tel No: (011) 565 5160
- APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into
- CLOSING DATE** : 03 March 2023
- POST 06/225** : **PROFESSIONAL NURSE SPECIALTY (ADVANCED MIDWIFE) REF NO: TDHS/A/2023/08**
Directorate: Nursing
- SALARY** : PN-B1: R400 644 - R464 466 per annum
PN-B2: R492 756 - R606 042 per annum
- CENTRE** : Tshwane District Health Services:
Phedisong 4 CHC (X1 Post)
Sosh CHC (X3 Posts)

<u>REQUIREMENTS</u>	: Boekenhout (X2 Posts) Kgabo CHC (X1 Post) Basic qualification accredited with SANC in terms of Government Notice R425 (Degree or Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post basic nursing qualification (PHC), with duration of at least 1 year accredited with SANC in terms government notice no 212 plus A Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma). Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 1 year of the appropriate / recognizable experience after obtaining the 1-year Post Basic Qualification in the relevant specialty. (Advanced Midwifery). Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant specialty. A valid Driver's license and computer literacy are essential.
<u>DUTIES</u>	: Demonstrate knowledge of legislation relevant to health care services. Management of the facility by providing comprehensive Primary Health Care services to the communities, Render 24 hour services at Maternity Unit. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele Principles, Patients' Rights Charter. Participate implementation of Ideal Clinic, OHSC, occupational Health and Safety policy, complaints /compliments and suggestion guidelines and monitoring of compliance. Implementation of patient safety incidents guidelines, infection prevention and control guidelines/policies. Implementation and monitoring of Health Care Waste compliance. Participation and implementation of quality improvement plans. Render comprehensive Primary health care Services to the patients.
<u>ENQUIRIES</u>	: Ms S.T. Dibakwane at 082 452 3882 (Monday to Friday; during working hours only)
<u>APPLICATIONS</u>	: Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002. No faxed applications will be considered.
<u>NOTE</u>	: Applicant are required to submit copies of qualifications and other relevant documents when applying but submit fully completed New form Z83 and a detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication with HR. If you have not been contacted within three months, after the closing date, please accept that your application was unsuccessful. The recommended candidates may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointment will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
<u>CLOSING DATE</u>	: 03 March 2023
<u>POST 06/226</u>	: <u>PN-B1: CLINICAL NURSE PRACTITIONER (PHC) REF NO: TDHS/A/2023/09 (X6 POSTS)</u> Directorate: Nursing
<u>SALARY</u>	: (PN-B1) R400 644 - R464 466 per annum (PN-B2) R492 752 – R606 042 per annum
<u>CENTRE</u>	: Tshwane District Health Services: KT Motubatse (X1 Post) Boekenhout (X2 Posts) Boikhutsong (X1 Post) Phedisong 1 (X1 Post) Winterveld (X1 Post)
<u>REQUIREMENTS</u>	: Grade 12/Matric. Basic R425 qualification (i.e., diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification with a duration of at least 1 year in Diploma in Clinical Nursing Science Health Assessment, Treatment and Care (R48) accredited with SANC. Grade 1: minimum of 4 years appropriate/recognisable experience in nursing after

registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above.

DUTIES : Manage and provide clinical comprehensive PHC service in line with the existing legislative prescripts. Provide more complex and advanced comprehensive nursing treatment and care to patients in a cost effective, efficient and equitable manner. Act as shift leader, plan and implement health promotion and prevention activities. Link to the community structures and community-based services. Collect data and submit reports. Provide PHC services to other facilities in Sub-District 1 when needed. Competencies: Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Effective communication with all stakeholders & report writing aptitude. Work as part of the MDT to ensure good nursing care and outcomes. Display uncompromising concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele). Demonstrate an understanding of nursing legislation and other related legal frameworks. Competency in processes of the Ideal Health Facility Realisation Programme as well as prescripts of the Office of the Health Standards Compliance (OHSC). Valid & unendorsed driver's license is essential.

ENQUIRIES : Ms S.T. Dibakwane at 082 452 3882 (Monday to Friday; during working hours only)

APPLICATIONS : Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002. No faxed applications will be considered.

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

CLOSING DATE : 03 March 2023

POST 06/227 : **PROFESSIONAL NURSE GRADE 1 – SPECIALTY NURSING (PN-B1) REF NO: CHBAH 636 (X23 POSTS)**

Directorate: nursing services

SALARY CENTRE : R400 644 per annum, plus benefits
Chris Hani Baragwanath Academic Hospital (CHBAH):
Operating Theatre Nursing (X8 Posts)
Critical Care Nursing - General (X9 Posts)
Critical Care Nursing – Trauma, Emergency (X4 Posts)
Orthopaedic Nursing (X2 Posts)

REQUIREMENTS : Basic R425 Qualification (i.e., Diploma or Degree in Nursing) or equivalent Qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of four (4) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. A post basic qualification with a duration of at least 1 year, accredited with the SANC in one of the specialties referred to in the glossary of terms. Competencies/Knowledge/Skills: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.

DUTIES : Provide optimal, holistic, specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participate in

training and research. Provide support to nursing services. Maintain professional growth/ethical standards and self-development. Act as shift leader in the unit (where necessary). Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Framework – version 2.0. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

**ENQUIRIES
APPLICATIONS**

: Mr MB Mulaudzi Tel No: (011) 933 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. 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, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). 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

: 03 March 2023

POST 06/228

: **PROFESSIONAL NURSE (SPECIALTY- PSYCHIATRY) (DAY & NIGHT)**
REF NO: HRM: 02/23
 Directorate: Nursing Services

**SALARY
CENTRE
REQUIREMENTS**

: R400 644 – R464 466 per annum, (plus benefits)
 : Sterkfontein Psychiatric Hospital
 : Grade 12, Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with SANC as a professional nurse. Must have a post-basic nursing qualification in Psychiatric Nursing Science, with a duration of at least one (1) year, accredited with SANC or Degree in Advanced Psychiatric Nursing. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in general nursing. Good communication, interpersonal skills collaborative, creative, innovative and emotional intelligence skills. Computer literacy, driver's license and experience in Psychiatry will be an added advantage.

- DUTIES** : Provision of comprehensive/ complex/ advanced nursing treatment and care to nursing services within the designated specialty unit, in a cost effective, efficient and equitable manner. Manage crisis, be able to manage complex problems. Implement advanced psychiatric nursing rehabilitative therapeutic programs. Will be a shift leader that is responsible for planning, organizing, coordinating and supervising whilst ensuring that all quality patient care standards are implemented. Promoting professionalism and leading by example at all times. Demonstrate effective communication with patients, supervisors and other clinicians including report-writing when required. Understanding and implementation of the nursing legislation including nursing strategy, ethical nursing practices and Ideal hospital framework. Manage patients safety incidents and staff incidents. Knowledge of Batho-Pele principles, Patient's right charter. Should possess proven change management, presentation and leadership skills. Expected to serve in Hospital Committees to achieve hospital goals and act in the capacity of Operational Manager when delegated to do so.
- ENQUIRIES** : Ms. M. Sono Tel No: (011) 951 8202
- APPLICATIONS** : Applications to be submitted at the box which will be placed at the main gate, Sterkfontein Road, Krugersdorp, 1740, Monday to Friday 07:30 to 15:30 or P O Box 2010, Krugersdorp, 1740
- NOTE** : Applications must be submitted on a fully completed new format Z83 accompanied by a detailed curriculum vitae with at least two references. The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
- CLOSING DATE** : 03 March 2023 Time: 12hoo
- POST 06/229** : **CLINICAL TECHNOLOGY GRADE 1 REF NO: REFS/016249 (X2 POSTS)**
Directorate: Cardiology
- SALARY** : R332 427 per annum, (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : An appropriate qualification that allows registration with HPCSA as a Clinical Technology in Cardiology. Registration with Health Professions Council of South Africa as a Clinical Technologist in Cardiology for 2022/2023. No experience required. Knowledge of and adherence to relevant legislation. Appropriate clinical experience in Cardiology and good understanding of public hospital operational systems will be an added advantage.
- DUTIES** : Provision of clinical service in compliance with policies, procedures and standard as set out by the institution, provincial and national authorities. Responsibility for continuous professional development and facilitation of all Clinical Technology Department [Cardiology]. Candidate must be competent in all Cardiology procedures [invasive and non-invasive] Candidate will do on call duty on rotational bases. Supervision and training of Clinical Technologist students in cardiology. Responsible for orientation of new Clinical Technologist in Cardiology Department. Participation in Research activities. Co-ordinate the maintenance and repair of all equipment's in the Cardiology Department. Perform all cardiac invasive and non-invasive procedures as in line with standard set by HPCSA. Participate in provincial Clinical Technology activities.
- ENQUIRIES** : Mr. W Madondo Tel No: (011) 933 9412
- 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

		<p>http://professionaljobcentre.gpg.gov.za. No faxed applications will be considered.</p>
<u>NOTE</u>	:	<p>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, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). 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.</p>
<u>CLOSING DATE</u>	:	03 March 2023
<u>POST 06/230</u>	:	<u>OCCUPATIONAL THERAPISTS GRADE 1 – GRADE 3 REF NO: EHD2023/02/03</u> Directorate: Mental Health
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 1 – Grade 3: R332 427 – R557 184 per annum, (plus benefits) Ekurhuleni Health District
	:	Grade 12 with bachelor's degree that allows registration with the Health Professional Council of South Africa (HPCSA) as Occupational Therapist. Current Registration with HPCSA. Experience in community mental health OT services will be an added advantage. Knowledge of mental health legislations and related legal and ethical practices, PFMA and Public service Act and Regulations. Good communication, interpersonal, Computer literacy, financial skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Knowledge of various physical conditions and their impact on function, experience in running psychosocial groups, problem-solving capacities. Driver's License is essential.
<u>DUTIES</u>	:	Provision of Occupational Therapy service to all users, as well as designated outreach areas per schedule to comply with the Norms and standards of the Department. Work within multidisciplinary team. Assessment for issuing of assistive devices. Conduct assessment audits to all licensed NGOs quarterly. Ability to identify training needs then train NGO managers and care givers. Participate in health promotion, disability awareness campaigns as per health calendar. Administration submission of monthly statistics, records of assessments and escalate to management early, attends meetings and give feedback. Ability to collaborate with other stake holders in the community.
<u>ENQUIRIES</u>	:	Ms B. Maleofane Tel No: (011) 876 1717

- APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 03 March 2023
- POST 06/231** : **DIAGNOSTIC RADIOGRAPHER GRADE 1 – GRADE 3 REF NO: EHD2023/02/04**
Directorate: Therapeutic Services
(Re-Advertisement)
- SALARY CENTRE REQUIREMENTS** : Grade 1 – Grade 3: R332 427 – R557 184 per annum, (plus benefits)
: Ekurhuleni Health District
: Grade 12 with National Diploma or Degree in Diagnostic Radiography Qualification. Current registration as an independent diagnostic radiographer. Relevant experience required after registration with the HPCSA as an independent diagnostic radiographer. Must have completed community service as per requirements of the professional body. Computer knowledge, time management, communication (written& verbal) and report writing skills. Good interpersonal relations. Knowledge of Public Service legislation, Policies and Procedures. Knowledge and relevant experience in radiographic procedures, Quality Control and Record keeping processes is essential. Willingness to rotate within the district as and when required.
- DUTIES** : Participate in providing 24-hour Radiographic services in the CHC and District. Be part of the stand-by allocation or roster. Advise the management in Radiographic policy planning and implementation for service improvement. To adhere to Batho Pele Principles, Regulated Norms and Standards and Ideal Clinic Realisation and Maintenance framework, Quality Assurance and other Public Service policies and Acts. Manage conflict and implement corrective measures as and when necessary. Carry out duties delegated by the Departmental Management. Must be a team player within the Department and Institution/District. Perform and ensure that prescribed Quality Assurance/Control protocols are adhered to. Perform any ad-hoc duties allocated by Management. Be actively involved in in-service training and CPD activities.
- ENQUIRIES APPLICATIONS** : Ms M. M Modise Tel No: (011) 876 1776
: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : This post is a re-advertisement, applicants who applied previously are encouraged to re-apply. No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related

documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration. Qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

- CLOSING DATE** : 03 March 2023
- POST 06/232** : **PODIATRIST GRADE 1 – GRADE 3 REF NO: EHD2023/02/19**
Directorate: Therapeutic Services
- SALARY** : Grade 1 - Grade 3: R332 427 - R557 184 per annum, (plus benefits)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Grade 12 certificate with appropriate Qualification (degree) that allows for the required registration with the health profession council of SA (HPCSA) in the relevant profession as a Podiatrist. HPCSA registration as an independent Practitioner and Current registration with HPCSA. Knowledge in community-based Rehabilitation (CBR) and Primary Health care services. Valid drivers' license is essential. A sound knowledge of clinical theory, practice and ethics relating to the delivery of podiatry services within a clinic setting. Good communication skills (verbal and written). Ability to work in a multidisciplinary team.
- DUTIES** : Render effective patient centered Podiatry Services in a clinic and community setting in adherence to the scope of practice and health protocols. Planning and executing of treatment interventions. Provide podiatry services with the focus on health promotion, prevention, and community intervention. Perform record keeping, data collection, assist with budget control and asset management. Exercise safeguarding of all consumables and equipment. Implement and maintain quality assurance, National core standards, Ideal clinic, and norms at facility level. Adhere to provincial, District and Clinic policies, procedures, guidelines, and regulations. Work closely with multi-disciplinary team members. Relieve as and when the need arises. Participate in student training, supervision, and performance evaluation. Contribute and participate in continuous professional development activities, training colleagues and the multi-disciplinary team members. Participate in research projects of the District and Therapeutic Services Communicate effectively within the team and with all stakeholders.
- ENQUIRIES** : Ms A.E Tshivhase / Mr G. Mavimbela Tel No: (011) 876 – 1776
- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –

Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE

: 03 March 2023

POST 06/233

: **CLINICAL TECHNOLOGIST GRADE 1 REF NO: REFS/016260 (X1 POST)**
Directorate: Intensive Care Unit

SALARY
CENTRE
REQUIREMENTS

: R332 427 per annum, (plus benefits)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: An appropriate B Tech degree or National Diploma in Clinical Technology in Critical Care. Registration with the relevant Health Professions Council of South Africa as a Clinical Technologist for 2022/2023. Computer literacy (Ms Word, Ms Excel). Good written and communication skills. Ability to work as a member of a multidisciplinary team. Knowledge in both adult and paediatric Critical Care health care procedures. Demonstrates effective interpersonal skill, strategic planning organizational skills. Knowledge of care laboratory and running of point of care tests will be added advantage.

DUTIES

: Provision of clinical services in compliance with policies, procedures and standard as set out by the institution, provincial and national authorities. Responsibility for continuous professional development and facilitation of all Clinical Technology (Critical care) operational activities in the institution. Contribute to the development of the Clinical Technology (Critical care) department and profession. Perform administrative, operational and clinical duties as delegated. Participation in research activities and training of clinical technologist students. Co-ordinate, evaluate, monitor, maintain and motivate for purchasing and repair of all Critical Care equipment in the department. Communicate with ICU equipment manufacturers, implement effective record keeping, accurate statistics collection and analysis within IPC, OHS and Quality Assurance framework. Work as a member of the disciplinary team. Contribute to an annual operational business plan for the sub-section. Submit monthly reports to the HOD. Attend relevant meetings and training as approved by manager.

ENQUIRIES
APPLICATIONS

: Prof LR Mathivha Tel No: 011 933 0270
: 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, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). 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** : 03 March 2023
- POST 06/234** : **MEDICAL TECHNOLOGIST GRADE 1 REF NO: REFS/016261 (X2 POSTS)**
Directorate: Intensive Care Unit
- SALARY CENTRE REQUIREMENTS** : R332 427 per annum, (plus benefits)
Chris Hani Baragwanath Academic Hospital (CHBAH)
An appropriate B Tech degree or National Diploma in Biomedical Technology. Registration with the relevant Health Professions Council of South Africa as a Medical Technologist and for the period 2022/2023. Computer literacy (Ms Word, Ms Excel). Good written and communication skills. Ability to work as a member of a multidisciplinary team. Knowledge in both Adult and Paediatric Critical Care health care procedures of /medical technologist. Demonstrates effective interpersonal skill, strategic planning organizational skills. Knowledge of care laboratory and running of point of care tests will be added advantage.
- DUTIES** : Provision of clinical services in compliance with policies, procedures and standard as set out by the institution, provincial and national authorities. Responsibility for continuous professional development and facilitation of all Clinical Technology (Critical Care) / Biomedical technology operational activities in the institution. Contribute to the development of the Clinical /Medical Technology department and profession. Perform administrative, operational, and clinical duties as delegated. Participation in research activities and training of clinical technologist students. Co-ordinate, monitor, evaluate, maintain, motivate for purchasing, maintenance and repair of all Critical Care equipment (including point of care equipment) in the department. Implement effective record keeping, accurate statistics collection and analysis within IPC, OHS and Quality Assurance framework. Work as a member of the disciplinary team. Contribute to an annual operational plan for the sub-section. Submit monthly reports to the HOD. Attend relevant meetings and training as approved by manager.
- ENQUIRIES APPLICATIONS** : Prof LR Mathivha Tel No: 011 933 0270
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, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South

African Qualifications Authority (SAQA). 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** : 03 March 2023
- POST 06/235** : **PHYSIOTHERAPIST REF NO: TRH 05/2023**
- SALARY** : Grade 1: R332 427 – R378 318 per annum
Grade 2: R389 754 – R445 665 per annum
Grade 3: R459 126 – R557 184 per annum
- CENTRE** : Tshwane Rehabilitation Hospital
- REQUIREMENTS** : Bachelor of Physiotherapy. Registration with HPCSA as a Physiotherapist independent practitioner. Experience rehabilitation of persons with disabilities and wheelchair seating skills will be added advantage. Good communication skills and computer literacy. Working experience: **Grade 1:** have completed community service. **Grade 2:** A minimum of 10 years appropriate experience in physiotherapy after registration with HPCSA. **Grade 3:** a minimum of 20 years appropriate experience in Physiotherapy after registration with HPCSA. Ability to work in a team, interdisciplinary approach.
- DUTIES** : Assess and treat in and outpatients using a holistic approach with the use of evidence-based practice and standardize outcome measures. Effective record keeping, including patient records according to ICF and SOAP standards and administration duties. Prescribe and issue appropriate assistive devices. Compile own statistics and assist to control stock for all assistive devices in the department. To work with colleagues, relieve as and when the need arises, and work closely with interdisciplinary team members. Collaboration with relevant stake holders. Management of physical resources on allocated area. Perform clinical supervision of allocated staff (e.g, Community service therapist and/or Physiotherapist Assistants). Facilitate own performance and review and of allocated staff members if applicable. To participate in student training, supervision, and performance evaluation. Implement and maintain quality assurance/ideal hospital assessment norms at departmental level. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues, and members of interdisciplinary team members. Participate in research projects for the institution. To perform delegated duties by the supervisor, participate in health awareness campaigns and marketing of physiotherapy profession. Adherence to ethical rules, regulations and policies.
- ENQUIRIES** : Ms M Tsiane Tel No: (012) 354 – 6050
- APPLICATIONS** : Applications must be hand delivered to Tshwane Rehabilitation Hospital, Cnr Dr Savage and Soutpansberg Road, Gezina (Pretoria). No faxed applications will be considered.
- NOTE** : Applications are not required to submit copies of qualifications and other relevant documents when applying but must submit fully complete Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents and a recent updated Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from Human Resource department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks-, qualifications verification, criminal checks and credit/financial checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police

Service at their own cost. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE

: 03 March 2023

POST 06/236

: **OCCUPATIONAL THERAPIST REF NO: TDHS/A/2023/10 (X6 POSTS)**
Directorate: Mental Health Program

SALARY

: R332 427 – R557 184 per annum

CENTRE

: Tshwane District Health Services

REQUIREMENTS

: An appropriate qualification that allows for the required registration with the HPCSA as an Occupational Therapist. Registration with the HPCSA as independent practitioner. One-year relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Experience in community mental health OT services will be an advantage. Knowledge of mental health legislations and related legal and ethical practices, PFMA and Public Service Act and Regulations. Good communication, interpersonal, IT, financial, and human resource management skills; Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making, and problem-solving skills. Knowledge of various physical conditions and their impact on function, experience in running psychosocial groups, problem-solving capacities, and seating (intermediate and advance recommended).

DUTIES

: Within the Scope of Practice of Occupational Therapists: Provide specialist level mental health care and treatment to clients of all age groups (including the promotion of mental wellbeing and quality of life, early detection, and treatment to minimize long-term effects and rehabilitation). Design and implement treatment plans and critically evaluate outcomes. Provide education to users and their families and utilize various OT modalities such as social competence skills, coping skills, self-regulation skills, sensory exploration, yoga and movement interventions, cognitive behavioural therapy, modification of the environment to achieve desired objectives. Do all the administrative functions associated with these activities. Organize and manage clinic activities such they are proficient and integrated. Establish referral pathways at all levels of care and liaise with district regional and tertiary hospitals in the cluster. Monitoring and evaluation of the services for quality of care, compliance to policies and guidelines, and statutory legislations. Provide development, training, and clinical supervision of district generalist health staff, undergraduate and post graduate students through appropriate task sharing and consultation. Support district level organizational activities and structures. Ensure collaboration and communication with other PHC staff, the WBOTS program, and other Health outreach services (training and support) to integrate these mental health services into their service delivery objectives. Establish, maintain, and participate in the inter-sectoral and multi-disciplinary forum that promotes a seamless delivery of efficient and effective mental health care. Utilize information technology and other management information systems to manage mental health information for the enhancement of service delivery and writing of reports. Support mental health-related research.

ENQUIRIES

: Ms I. Grobler at Tel No: 072 792 6023

APPLICATIONS

: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. faxed applications will be considered.

NOTE

: Applicants are not required to submit copies or qualifications and other relevant documents when applying but submit fully completed New form Z83 and a detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication with HR. If you have not been contacted within three months, after the closing date, please accept that your application was unsuccessful. The recommended candidates may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance

with the Employment Equity target of the department. No applications will be considered after the 03 March 2023

CLOSING DATE : 03 March 2023

POST 06/237 : **PHYSIOTHERAPIST REF NO: TDHS/A/2023/11**
Directorate: Therapeutic Services

SALARY : Grade 1: R332 427 - R378 318 per annum
Grade 2: R389 754 - R445 665 per annum
Grade 3: R459 126 - R557 184 per annum

CENTRE REQUIREMENTS : Tshwane District Health Services
Grade 1: Appropriate degree in Physiotherapy, Current registration with HPCSA, **Grade 2:** Minimum of 5 years' experience working as a Physiotherapist after registering with HPCSA. **Grade 3:** Minimum of 10 years' experience working as a Physiotherapist after registering with HPCSA. Relevant experience in management of personnel and financial management. Valid code 8/10 driver's license (Manual Transmission). Other Skills: Knowledge of working in the community-based setting, computer literate, good communication skills, interpersonal skills. Knowledge in relevant policies, protocols and guidelines. Must be Proactive, innovative and a team player.

DUTIES : Render Physiotherapy service in the allocated area in the district that complies with the standards and norms of the Gauteng department of Health. Issuing of walking aids. Participate in outreach/home visits and campaigns, ECI screening and treatment. Work in multidisciplinary team within the primary health care or community health care facilities. Complete stats and monthly reports. Attend and participate in monthly Physiotherapy meetings, CPD presentations as well as other meetings held within the clinic or other stakeholders. Establish good working relationship with other stake holders within the district e.g. Mental Health, NGO's, Organizations for people with disabilities etc. Provide community-based Rehabilitation with the focus on Health promotion, prevention and community interventions. Candidate must be willing to outreach to other clinics within Tshwane District. Perform all other allocate duties as delegated by Supervisor/Manager.

ENQUIRIES APPLICATIONS : Mr Lawrence Shirimane Tel No: 012 451 9026 / 071 673 6793
Applications must be completed fully on a Z83 form. Certified copies of all required documents must be attached.No copy of a copy. Application documents must be submitted to Tshwane District Health Services, 3319 Cnr Pretorius & Lillian Ngoyi Street, Pretoria, 0001. No faxed applications will be considered.

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

CLOSING DATE : 03 March 2023

POST 06/238 : **DIAGNOSTIC RADIOGRAPHER REF NO: TDHS/A/2023/12 (X6 POSTS)**
Directorate: Radiography Services

SALARY : Grade 1: R332 427 - R557 184 per annum

CENTRE : Tshwane District Health Services

REQUIREMENTS : Recognised Bachelors's Degree or National Diploma in Diagnostic Radiography. No experience required after registration with the HPCSA as an independent diagnostic radiographer. Must have completed the community service as per requirements of the professional body (HPCSA) Other Skills / Requirements: Knowledge of Public Service Regulations, policies, Acts and procedures governing the health sector and Radiography profession. Computer literacy (MS Word, MS PowerPoint, MS Excel). Sound report writing, administrative, problem solving and computer literacy skills. Ability to work under pressure. Good communication skills (written and verbal). Have effective

interpersonal skills, Quality Control and record keeping skills, conflict resolution skills, and organizational and time management skills. Compliance with Batho Pele Principles, Regulated Norms and Standards and Ideal Clinic Realization and Maintenance Framework, Health Information Management, PMDS, Occupational Health and Safety and Infection Prevention and Control principles.

DUTIES : Participate in providing 24-hours Radiographic services in the Community Health Centres and the district. Be part of the stand-by allocation or rooster. Advise the management in the Radiography policy planning and implementation for service improvement. Co-ordinate and organize daily workload/running of the department. Must ensure that equipment is adequately maintained and ensure QC tests are performed. Attend to seminars/congresses to keep abreast with advancement in technology and techniques. Participate in Continuous Professional Development. Monitor stock levels in the department/ examination room. Maintain weekly, monthly, and annual patient statistics and waiting times. Promote teamwork and good working relationship amongst staff members and multi-disciplinary team members. May assist in District hospitals when the need arises. Carry out delegated duties and ad-hoc duties as allocated by the management.

ENQUIRIES : Mr T. Shandukani Tel No: 012 451 9050
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

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

CLOSING DATE : 03 March 2023

POST 06/239 : **SOCIAL WORKER GRADE 1 (NGO GOVERNANCE COMPLIANCE TEAM)**
REF NO: EHD2023/02/02
Directorate: Mental Health Services (NGCT)

SALARY : R269 301 – R312 186 per annum, (plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Grade 12 with bachelor's degree in Social Work. Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. The applicant to have less than 10 years relevant experience as a Social Worker. A Valid driver's license is essential. Knowledge of Mental Health legislation and related legal and ethical practices, PFMA and Public Service Act and Regulations. Good communication, interpersonal, Computer literacy, financial skills. Experience in community mental health social services and/or health care social work would be an added advantage. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills.

DUTIES : Provision of Social Work services regarding care, support, protection, and development of vulnerable individuals, groups, families, and communities through relevant Programs. To render designated outreach service as well as participate in Crisis intervention within the district. Conduct assessment audits and support to all. Licensed NGOs and Substance abuse Centres. Participate in yearly Adjudication for non-compliant NGOs. To perform administrative functions required of the job. Ensure regular Mental Health training in the facilities within the district. Participate in admissions, transfers, and placements of users to relevant institutions for rehabilitation, treatment and care.

ENQUIRIES : Ms T. Ndlovu Tel No: (011) 876-1717
APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400

- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 03 March 2023
- POST 06/240** : **ADMINISTRATIVE OFFICER REF NO: TDHS/A/2023/13**
Directorate: Admin & Logistics
- SALARY** : R269 214 per annum
CENTRE : Tshwane District Health Services
REQUIREMENTS : Three year National Diploma in public administration/ public management/ (NQF 6) in Supply Chain Management and relevant experience in the Logistical and Transport environment. Equivalent 3-5 years' experience administrative work. Other Skills / Requirements: Computer Literate, good interpersonal skills, problem solving and analytical skills, ability to work independently and with the team, good organizational skills, good telephone etiquette. Proven ability to communicate effectively (written and verbal) in English the candidate must be in possession of a valid driver's license with PDP.
- DUTIES** : Management of transport unit, perform administrative duties relating to records, data capturing, filing, archiving, scanning, photocopying and collating of documents. Provisioning of general supervision over staff and work in administration, checking if diverse documents for completion and correctness, assisting with control over duties related to administration, handling of correspondence; drafting memorandums, submission and reports, provide secretariat services in the office such as handling incoming and outgoing calls, preparing meeting packs. Ordering of stationery and other consumables for the office. Check and approve Subsistence and Transport claims. Manage utilization of subsidized vehicles. Manage fleet vehicles and other transport matters. Ensure optimum use of fleet vehicles. Ensure that effective control measures are implemented and adhered to. Liaise with Fleet Company. Handle queries regarding fleet vehicles. Write letters and any other documents as requested by the supervisor. Perform all other duties delegated by a Supervisor/Manager.
- ENQUIRIES** : Mr LM Seshoka Tel No: 012 451 9025
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies or qualifications and other relevant documents when applying but submit fully completed New form Z83 and a detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication with HR. If you have not been contacted within three months, after the closing date, please accept that your application was unsuccessful. The recommended candidates may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE : 03 March 2023

POST 06/241 : **ICT TECHNICIAN REF NO: TRH 06/2023**

SALARY : R269 214 per annum (Level 07)

CENTRE : Tshwane Rehabilitation Hospital

REQUIREMENTS : National Senior Certificate/ Grade 12 and an appropriate 3-year tertiary qualification (NQF 6) in Information Technology with at least 2 years appropriate experience in technical support services. Knowledge of/experience in Windows Server Platform (AD, DNS, DHCP & Exchange). LAN Support (cabling and switches) and PABX knowledge. High level of computer literacy and sound knowledge of the Microsoft Office suite. Report writing skills and communication skills (verbal and written). Record keeping. Ability to apply technical/professional skills. Accept responsibility, work under pressure and independently. Ability to produce good quality of work. Adhere to working hours and if required after hours. Must be a team player, flexible reliable and self-motivated. Must have good interpersonal relations, planning and execution skills. Must have a valid driver's license.

DUTIES : Provide individual support and training to staff upon request. Maintain and update inventory of software, hardware, and resources. Creating User accounts. Provide telephonic support. Manage Anti-Virus protection and software installation, desktop, and printer management. Install, configure new computers and other IT equipment. Perform any other duty related to the post. Keep records and submit monthly reports. Support the PABX system. Ensure the smooth running of the computer throughout the Hospital. This entails diagnosing and resolving software and hardware problems. Installation and troubleshooting of Transversal system and HIS.LOGIS. Repair and upgrade different types of computers (software and hardware) and install and configure new computers including, servers and other IT equipment. Render technical advisory support for all IT projects that will impact on the infrastructure and ensure that all calls logged are resolved within the required times as per departmental ICT service standards

ENQUIRIES : Eddie Kleinhans Tel No: 071 600 1351

APPLICATIONS : Applications must be hand delivered to Tshwane Rehabilitation Hospital, Cnr Dr Savage and Soutpansberg Road, Gezina (Pretoria). No faxed applications will be considered.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents when applying but must submit fully completed Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents and a recent updated Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from Human Resource Department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks-, qualifications verification, criminal checks, and credit/financial checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE : 03 March 2023

POST 06/242 : **PROFESSIONAL NURSE (PHC MENTAL HEALTH CCPT) REF NO: TDHS/A/2023/14**
Directorate: Mental Health Program

SALARY : R268 584 - R507 540 per annum

CENTRE : Tshwane District Health Services

REQUIREMENTS : A Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Other Skills / Requirements: Post basic nursing qualification or D4 with duration of at least 1 year accredited with the SANC in terms of Government Notice No1 212 in Psychiatry. A

minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Experience should be related to Primary Health Care and or Mental Health Nursing.

DUTIES : To facilitate and co-ordinate the implementation of National and Provincial Policies, Norms and Standards on District Mental Health Services (National Mental Health Policy Framework and Strategic Plan and Mental Health Care Act 17 of 2002). Ensure mental health policy implementation, rendering of quality mental health services and actively participate in research. Improve access and quality mental health care services at PHC level. Support, render and monitor Mental Health Services in the facilities/clinics. Quality mental health assessment, treatment, follow-up, discharge, education and adherence to patients' rights charter. Ensure that stable mental health care users are down referred to PHC. Monitor utilization of financial resources. Manage resources allocated to the mental health program. Ensure proper utilization of allocated financial and physical resources. Ensure the promotion & marketing of Mental Health Services in the Clinic and community. Implement programs to promote mental health and prevent the prevalence of mental illness and substance abuse in all age groups. Strengthen collaboration with other Departments, Authorities, Communities, NGO'S and Public Sector. Facilitate and provide In-service training to staff in Mental Health in PHC and support research and surveillance on Mental Health and Substance Abuse in targeted population at risk. Contribute to in-service training on mental health matters with other programs at PHC level.

ENQUIRIES : Ms Tshidi Seomana Tel No: 012 451 9073
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

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

CLOSING DATE : 03 March 2023

POST 06/243 : **PROFESSIONAL NURSE (PHC MENTAL HEALTH NGCT) REF NO: TDHS/A/2023/15**
Directorate: Mental Health Program

SALARY : R268 584 - R507 540 per annum
CENTRE : Tshwane District Health Services
REQUIREMENTS : A Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post Basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice No1 212 in Psychiatry Other Skills / Requirements :A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Registration with SANC. Experience should be related to Primary Health Care or Mental Health Nursing.

DUTIES : To facilitate and co-ordinate the implementation of National and Provincial, Policies, Norms and Standards on District Health Mental Health Services (National Mental Health Policy Framework and Strategic Plan 2014 – 2021 and Mental Health Care Act 17 OF 2002).Conduct regular Mental Health NGOs assessments with Multidisciplinary team to monitor compliance and adherence to quality health standards and compile reports thereof for District Health Services Implement programs to promote mental health and prevent the prevalence of mental illness and substance abuse in all age groups. Strengthen collaboration with other Departments, Authorities, Communities,

NGOs and Public Sector. Facilitate and provide In-service training to staff in Mental Health NGO's and support research and surveillance on Mental Health and Substance Abuse in targeted population at risk. Manage resources allocated to the program.

**ENQUIRIES
APPLICATIONS**

: Ms Tshidi Seomana Tel No: 012 529 9073
: Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

NOTE

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

CLOSING DATE

: 03 March 2023

POST 06/244

: **RISK MANAGEMENT OFFICER REF NO: HRM REF NO: HRM: 03/23 (X1 POST)**
Directorate: Risk Management and Internal Control

**SALARY
CENTRE
REQUIREMENTS**

: R269 214 per annum, (plus benefits)
: Sterkfontein Hospital
: Grade 12 and National Diploma NQF 6/Degree NQF6/7 in Internal Auditing, Accounting, or Finance with one (1) year experience in the relevant field, or Grade 12 with three to five years experience in the relevant field. Knowledge and understanding of the Public Finance Management Act, Treasury Practices Notes, Supply Chain Management. Knowledge of auditing standards. Computer literacy (MS Office-Excel, word, and PowerPoint). Good Communications Skills both written and verbal, and Good Interpersonal relations skills.

DUTIES

: Coordinate and facilitate the Audit process both External and Internal, Track, update and monitor audit action plans. Draw or update annual Risk Register. Scheduling of entry meetings. Conduct regular internal control assessments in all units. Conduct and consolidate quarterly key control in all units and report to management. Strengthen the institutional administrative capacity by providing information, guidance, assistance and training on internal Control, Assist management to collate and consolidate documentation in preparation for the Audit Committee Meetings from relevant managers. Assist management in reviewing administrative procedures, Internal controls throughout the institution, Examining all findings and recommendations by the Internal Audit and Auditor General relating to Control and necessary, and intervening to ensure prompt implementation of corrective measures.

**ENQUIRIES
APPLICATIONS**

: Mr. B.H Shuping Tel No: (011) 951 8349
: Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

NOTE

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

the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
03 March 2023 Time: 12H00

CLOSING DATE

POST 06/245

NETWORK CONTROLLER REF NO: 07/2023 (X1 POST)
Directorate: Information and Communications Technology

SALARY

CENTRE

REQUIREMENTS

R269 214 per annum, (plus benefits)
Kopanong Hospital
Grade 12, A+, N+ with IT diploma or IT related qualification with 3 years' relevant experience. Technical experience in Microsoft Office 2016 & 365, Windows 10& 11, Web browsers, networking and other desktop peripherals. 1 year working knowledge of Windows Server Management, Telephone Management System & Network Printers Configuration. Knowledge of Batho Pele principles. Strong interpersonal and communication skills. Ability to work under pressure and learn the department's service delivery components. A valid driver's license will be an added advantage.

DUTIES

Attend to incidents, problems and changes in accordance with the incident management policies and guidelines. Provide first level help desk support for end users, solving problems wherever possible and liaising with second and third level support when needed. Resolve connectivity issues and ensure connectivity is maintained for all users on the Department of Health network. Setup and configure PC's to the network. Troubleshoot hardware and software errors. Install GDoH approved application requested by users. Liaise with service providers when lines are down or slow response on the Department of Health WAN. Coordinating maintenance and repairs of equipment as well as giving periodic feedback to management. Creating pin codes for users on the Telephone Management System and linking them with the PABX system. Liaise with staff, users and management to establish requirements for new systems or modifications and to ensure effective an efficient budget management. Sign annual performance contract management (PMDS). Supervising switchboard staff, compile with all administrative duties.

ENQUIRIES

APPLICATIONS

Ms D.G. Ramoloi Tel No: (016) 428 7160
Kopanong Hospital, HR office, 2 Casino Road, Duncanville, or Posted to P/bag X031 Vereeniging 1930.

NOTE

Fully completed new Z83, CV, no attachments/proof/certified copies/copies on application, Z83 and CV only. Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR. People with disabilities are encouraged to apply. If you did not hear from us within three months, please consider your application unsuccessful. Pre-employment screening will be conducted to successful candidates.

CLOSING DATE

03 March 2023

POST 06/246

PROFESSIONAL NURSE GRADE 1 REF NO: CHBAH 632 (X1 POST)
Directorate: Nursing Personnel

SALARY

CENTRE

REQUIREMENTS

R268 584 per annum, plus benefits
Chris Hani Baragwanath Academic Hospital (CHBAH)
Basic R425 qualification or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with SANC as Professional Nurse.

DUTIES

Compiles statistics on recruitment and service terminations (death, transfers, and resignations). Update staff records and monitor compliance to SANC registration. Represents nursing in the student's accommodation committee. Collaborating with Nurse managers in the Cost Centres and CETU. Collaborate with Human Resources Department (HRD) when processing leave management and service terminations. Handling of Nursing agencies-related matters (Timeous time control sheets submission and, verifying and quality checking of invoices). Keeping records of nursing skills base. Utilize human, material, and physical resources efficiently and effectively. Adhere to provincial, hospital and departmental policies, procedures, guidelines, and regulations. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

ENQUIRIES

APPLICATIONS

Mr MB Mulaudzi Tel No: (011) 933 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, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). 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

: 03 March 2023

POST 06/247

: **OCCUPATIONAL THERAPY TECHNICIAN REF NO: TDHS/A/2023/16**
Directorate: Mental Health Program

SALARY

: R220 136 per annum

CENTRE

: Tshwane District Health Services

REQUIREMENTS

: 2 years certificate as Occupational Therapy Technician. Updated (current) registration with the HPCSA as independent practitioner. Computer literacy (MS Word/Excel). A driver's license. CPD compliant. Interest in mental health. Experience in mental health will be an advantage. The ability to work independently and under supervision. Willingness to occasionally perform duties after hours, e.g., for campaigns. Ability to work in a team.

DUTIES

: Implement Occupational Therapy mental health intervention programs within scope of practice (under supervision) at district level that include prevention, promotion, and rehabilitation. Promote well-being e.g., suicide prevention and substance abuse in treatment at primary care level, as per program. Within CCPT team, work in close cooperation with the rehab and district mental health teams and organizations serving MHCUs. Maintain quality assurance measures within scope of practice for OT MH services in the district. Together with MH teams, involved in-ongoing training for PHC staff on mental health OT services. Maintain / follow OT referral pathways and networking systems within mental health district team. Within team setting, involved in school systems for mental health promotion, prevention of mental illness, detection and management of child and adolescent mental disorders in schools, and referral where appropriate, in line with the School Health Policy. Assist in maintaining capacity for users (service users, their families) to provide appropriate self-led and peer led services, such as support groups, facilitated by NGO's. Encourage partnership with regards to the Traditional Health Practitioners Act by assisting to facilitate links between mental health services and traditional

healers and faith healers at local district levels, including appropriate referral pathways in both directions. Give input with regards to planned activities for budgets.

- ENQUIRIES APPLICATIONS** : Ms I. Grobler at 072 792 6023
Applications must be submitted to Tshwane District Health Services, 3319 Fedure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.
- NOTE** : Applicant are required to submit copies of qualifications and other relevant documents when applying but submit fully completed New form Z83 and a detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication with HR. If you have not been contacted within three months, after the closing date, please accept that your application was unsuccessful. The recommended candidates may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointment will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 03 March 2023
- POST 06/248** : **POST-BASIC PHARMACIST ASSISTANT GRADE 1 REF NO: EHD2023/02/11**
Directorate: Pharmacy (Nigel Depot)
- SALARY CENTRE REQUIREMENTS** : Grade 1: R217 854 – R245 409 per annum, (plus benefits)
: Ekurhuleni Health District
: Grade 12 with Post-Basic Pharmacist Assistant qualification that allows for registration with the SAPC as a Pharmacist Assistant (Post-Basic). Registration with the South African Pharmacy Council (SAPC) as a Post-Basic Pharmacist Assistant. Less than 5 years relevant experience after registration as a Pharmacist Assistant (Post Basic) with the SAPC.
- DUTIES** : Stock control and the distribution of finished products. Render effective pharmaceutical service. Receive and record all stock from suppliers. Filling of stock cards. Maintenance of electronic stock Programme and reporting systems. Cyclic stock counts. Participate in bi-annual stock take. Storage and distribution of pharmaceuticals. Manufacturing and compounding. Pre-packing. Dispensing. The provision of information. Provide information to management. The maintenance of documents. Recording and reporting. Work under direct, indirect supervision of a pharmacist. Training: Maintenance of all pharmaceutical projects and systems. Compliance to GPP.
- ENQUIRIES APPLICATIONS** : Mr D. J Van Vuuren Tel No: (010) 345 - 0250
: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 03 March 2023

- POST 06/249** : **ADMINISTRATION CLERK REF NO: TDHS/A/2023/17**
 Directorate: Admin & Logistics
- SALARY** : R181 599 per annum
CENTRE : Tshwane District Health Services
REQUIREMENTS : Grade 12 Certificate or equivalent qualification. NQF 5 in supply Chain or related in logistical and transport environment. Applicant with prior learning, either means of experience of alternative courses may also apply Other Skills / Requirements: Computer Literate, good interpersonal skills, problem solving and analytical skills, ability to work independently and with the team, good organizational skills, good telephone etiquette. Proven ability to communicate effectively (written and verbal) in English, code 10 license, code 14 will be an added advantage. PDP is a must.
- DUTIES** : Perform administrative duties, relating to records, data capturing, filing, archiving, scanning, photocopying and collating of documents, provide secretariat services in the facility such as Handling incoming and outgoing calls, preparing meeting packs. Ordering of stationery and other consumables for the facility. Write memos, letters and any other documents as requested by the supervisor. Perform all other duties delegated by a Supervisor/Manager.
- ENQUIRIES** : Mr LM Seshoka Tel No: 012 451 9025
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.
- NOTE** : Applicant are required to submit copies of qualifications and other relevant documents when applying but submit fully completed New form Z83 and a detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication with HR. If you have not been contacted within three months, after the closing date, please accept that your application was unsuccessful. The recommended candidates may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointment will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 03 March 2023
- POST 06/250** : **MATERIAL RECORDING CLERK (WAREHOUSE) REF NO: TRH 07/2023**
- SALARY** : R181 599 per annum (Level 05)
CENTRE : Tshwane Rehabilitation Hospital
REQUIREMENTS : Grade 12 or equivalent qualification (National Diploma or Degree in SCM, Public/Logistics/Purchasing Management will be an added advantage. One to two years' experience in Supply Chain Management. Understanding of the legislative framework governing the public service. Supply Chain Management policies and procedures. Competencies: Computer skills in MS Word package (Microsoft Word, Excel, and Power Point). Good writing skills and numeracy skills, verbal communication, interpersonal relation, and good verbal communications skills. Ability to interact with all levels both in internal (end-users) and external stakeholders. Must have the ability to work independently under pressure and be creative thinker. Have a good ethical conduct, analytical thinking, and problem-solving skills. Added advantage: knowledge of SCM systems, drivers' licence, and Health environment.
- DUTIES** : Receive deliveries in the warehouse, issue and distribute stock to the end user including PPE. Make sure that process of borrowing and borrowed stock to other facilities is done properly. Knowledge of VA2, VA7, VA9, VA10, VA11 and VA25. Provide assistance to managers to the general store functions. Render an effective and efficient services within the Supply Chain Management services. Prepare to work overtime when need arise. Participate on monthly, mid and end year stock taking. Report all the discrepancies discovered during stock taking and prepare the relevant documents. Report stock 3 months prior expiring date, report damage and redundant stock. Comply with the rotation roster. Be willing to undergo continuous trainings and development programs. Comply with the Performance Management and Development System (Contracting, Mid-year review and Final assessment).

- ENQUIRIES APPLICATIONS** : Willian Mathe Tel No: 012 354 6219
 : Applications must be hand delivered to Tshwane Rehabilitation Hospital, Cnr Dr Savage and Soutpansberg Road, Gezina (Pretoria)
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but must submit fully completed Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents and a recent updated Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from Human Resource department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks-, qualifications verification, criminal checks, and credit/financial checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 03 March 2023
- POST 06/251** : **MATERIAL RECORDING CLERK REF NO: TDHS/A/2023/18**
 Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum
 : Tshwane District Health Services
 : Grade 12 certificate, Post matric qualification National Diploma in Supply Chain Management/Logistics Management/ Business Management and/or relevant qualification. 2 – 4 years working experience in Supply Chain Management as a Buyer, Supply Chain Clerk and/or Material Recording Clerk. Other Skills / Requirements: Problem solving skills, creativity and analytical skills. Good communication skills both verbal and written. Teamwork, Organizing, Coordination and time management. Driver's license (Code B). Computer literate, ability to work under pressure and good interpersonal skills. Working experience on at least two of these systems: SAP, SRM and/or CSD.
- DUTIES** : Provide supply chain management administrative support to Tshwane District Health Services as follows: Demand & Procurement/Acquisition Management: Registration of end-user requirements, confirmation of demand and procurement plans, Support the RFQ administration for goods and/or services, generate shopping carts for purchase orders, follow-up on deliveries and payments. Warehouse Management: Receiving, checking, recording and storing of incoming stock. Picking, packing and filling of orders. Collecting and dispersing of stock. General Warehouse duties. Asset Management: Record and update of all records on the asset register. Bar-code all newly acquired/donated assets. Conduct Quarterly/ annual verification of assets and ensure that assets condition in the register matches the condition of existence. Administration of disposal management. Other duties: Maintaining & updating of registers. Compile daily, weekly and monthly statistics. Handle external and internal enquiries. Assist with general office duties within the SCM Unit. Perform all other duties delegated by a Supervisor/Manager.
- ENQUIRIES APPLICATIONS** : Mr TD Makgari/Ms T Mashawo Tel No: 012 451 9003/9017
 : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.
- NOTE** : Applicant are required to submit copies or qualifications and other relevant documents when applying but submit fully completed New form Z83 and a detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication with HR. If you have not been contacted within three months, after the closing date, please accept that your application was unsuccessful. The recommended candidates may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointment will be made in accordance

with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE

: 03 March 2023

POST 06/252

MATERIAL RECORDING CLERK REF NO: TDHS/A/2023/19

Directorate: Supply Chain Management/Admin & Logistics

SALARY

: R181 599 per annum

CENTRE

: Tshwane District Health Services

REQUIREMENTS

: Grade 12 certificate, Post matric qualification either in National Diploma in Logistics Management/ Supply Chain Management / Business Management/ Public Management and/or relevant qualification. 2 – 4 years working experience in Administration and Logistics Management as a Logistics Clerk and/or Admin Clerk. Other Skills / Requirements: Problem solving skills, creativity and analytical skills. Good communication skills both verbal and written. Teamwork, Organizing, Coordination and time management. Driver's license (Code B) including PDP. Computer literate, ability to work under pressure and good interpersonal skills.

DUTIES

: Perform administrative duties relating to logistics, records, data capturing, filing, archiving, scanning, photocopying and collating of documents. Provide secretariat services in the office such as handling incoming and outgoing calls, preparing meeting packs. Ordering of stationery and other consumables for the office. Write memos, letters and any other documents as requested by the supervisor. Perform all other duties delegated by a Supervisor/Manager.

ENQUIRIES

: Mr LM Seshoka Tel No: 012 451 9025

APPLICATIONS

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

NOTE

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

CLOSING DATE

: 03 March 2023

POST 06/253

HUMAN RESOURCE CLERK REF NO: TDHS/A/2023/20 (X2 POSTS)

Directorate: Support Services

SALARY

: R181 599 per annum (Level 05)

CENTRE

: Tshwane District Health Services

REQUIREMENTS

: Senior Certificate (Grade 12 or equivalent qualification) and qualification in Human Resource Management/ Public Management. At least 2-3 years' experience in a Public service within Human Resource Management environment. Good telephone etiquette, good interpersonal skills. Capturing skills. Have a good work ethic. Advance computer skills. Computer literacy proficiency in MS Word, PowerPoint, Excel and internet. Willingness to work under pressure and meet deadlines. Ability to pay attention to detail. Ability to work with a wide range of internal and external partners. Ability to handle confidential information. Knowledge of regulations and legislative framework related to personnel administration. Knowledge and experience of the PERSAL system will be added as an advantage.

DUTIES

: Perform administration duties such as appointment. Promotions, transfers, leave management, HR information, salary and terminations. Comply with the performance management and development system (contracting, quarterly reviews and final assessment). Attend to HR related enquiries and audit queries. Ensure safe keeping of document and filling of all related documents. Record document and be organized. Reproducing and making copies. Capturing leave forms on PERSAL. Daily coordination of all related activities, participate during compilation of reports. Liaise with client and staff. Telephone

communiqué. Provide administration support to the teams. Provide high quality administration support to the teams. Perform other duties as indicated by the manager.

ENQUIRIES : Ms Tebogo Manthosi Tel No: (012) 451 9124
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

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

CLOSING DATE : 03 March 2023

POST 06/254 : **ADMINISTRATION CLERK REF NO: TDHS/A/2023/21 (X1 POST)**
Directorate: Support Services

SALARY : R181 599 per annum (Level 05)
CENTRE : Tshwane District Health Services
REQUIREMENTS : Senior Certificate (Grade 12) or equivalent qualification and qualification in Office Administration/Public Management/Human Resource Management. At least 2-3 years working in Public Service within Human Resource Management environment. Good telephone etiquette, good interpersonal skills. Capturing skills. Have a good work ethics. Advance computer skills. Computer literacy proficiency in MS Word, PowerPoint, Excel and Internet. Willingness to work under pressure and meet deadlines. Ability to pay attention to detail. Ability to work with wide range of internal and external partners. Knowledge of document management filling. Knowledge and experience of the PERSAL system will be added as an advantage.

DUTIES : Taking Minutes. Filing documents. Manage the Diary of the Deputy Director HRM. Typing MEMOS, sending e-mails, scanning documents. Reproducing and making copies. Daily coordination of all related activities, participate during compilation of reports. Capturing leave forms for Senior Managers and HR staff. Support facility managers on HR issues. Telephone Communiqué. Ordering and distributing of stationary. Provide administration support the teams. Record movement of files (incoming and outgoing mail). Distribute mail to other sections and HR teams. Assist in proof reading submissions. Capture information electronically and manually. Perform other duties as indicated by the Manager.

ENQUIRIES : Ms Tebogo Manthosi Tel No: (012) 451 9124
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

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

CLOSING DATE : 03 March 2023

POST 06/255 : **ADMINISTRATION CLERK REF NO: CHBAH 637 (X1 POST)**
 Directorate: Nursing Personnel Section

SALARY : R181 599 per annum, (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Grade 12 with no experience. Computer literacy (Ms Office). Competencies/Knowledge/Skills Ability to handle conflict. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated. Good customer skills and competencies. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

DUTIES : Render administrative support to Clinical Programme Coordinator. Consolidate Nursing monthly allocations from Functional Business Units and files them. Compiles statistics on recruitments and service terminations (death, transfers, and resignations). Update staff records and monitor compliance to SANC registration. Collaborating with Nurse managers in the Cost Centres and Clinical Education and Training Units (CETU). Collaborate with Human Resources Department (HRD) when processing leaves management and service terminations. Handling of Nursing agencies-related matters (Timeous time control sheets submission and, verifying and quality checking of invoices). Keeping records of nursing skills base. Utilize human, material, and physical resources efficiently and effectively.

ENQUIRIES : Mr. N.B. Mulaudzi Tel No: (011) 933 0134
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, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). 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 : 03 March 2023

<u>POST 06/256</u>	:	<u>STAFF NURSE REF NO: TDHS/A/2023/22 (X7 POSTS)</u> Directorate: District Health Services (Nursing)
<u>SALARY</u>	:	Grade 1: R179 172 - R201 645.per annum Grade 2: R213 927 - R240 777 per annum Grade 3: R253 173 - R311 361 per annum
<u>CENTRE</u>	:	Tshwane District Health Services Boikhutsong (X1 Post) Boekenhout (X1 Post) Maria Rantho (X2 Posts) Block JJ (X1 Post) Soshanguve 2 (X2 Post)
<u>REQUIREMENTS</u>	:	Grade 12/Matric. Enrolled Nurse Certificate that allows registration with the South African Nursing Council (SANC) as such. Proof of current registration with the South African Nursing Council as an Enrolled/Staff Nurse (only when shortlisted). Driver's license will be an added advantage. Grade 1: No experience required after registration as a Staff Nurse with SANC Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as Staff Nurse Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Staff Nurse Skills: Good Communication & Reporting (Verbal & Written), Excellent time management, skills, Counselling, Interpersonal Relations, Conflict Management, Decision-Making and Problem-solving skills. Valid & unendorsed driver's license is essential required: Knowledge of nursing care processes and procedures. Knowledge of SANC Rules and Regulations and other relevant Legal Framework, Knowledge of Quality Assurance programmes, display of uncompromising concern for the welfare of patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho-Pele & Patient Rights).
<u>DUTIES</u>	:	Responsive and accountable stewardship of District Health Services by overseeing it that Annual Performance Plan targets are met by ensure safe, effective, and quality-laden clinical nursing practice for patients. Ensure effective implementation of Standard Operating Procedure (SOP) relevant and applicable to PHC. Uphold and maintain the Nursing Standards with regards to PHC patients. Ensure effective communication according to hierarchy. Ensure efficient utilization of resources. Demonstrate basic understanding of nursing procedures. Demonstrate basic understanding of the legislative framework protocols, policies governing the Public Service. Participate in implementation of Ideal Health Facility realization. Maintain professional growth /ethical standards and self-development. Execute other duties as shall be so delegated by the Professional Nurse.
<u>ENQUIRIES</u>	:	Ms Theodore Dibakwane at 082 452 3882
<u>APPLICATIONS</u>	:	Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002. Applications must be submitted to first floor reception: Tshwane Health District Services, 3319Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria, 0002. No faxed applications will be considered.
<u>NOTE</u>	:	Applicant are required to submit copies of qualifications and other relevant documents when applying but submit fully completed New form Z83 and a detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication with HR. If you have not been contacted within three months, after the closing date, please accept that your application was unsuccessful. The recommended candidates may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointment will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
<u>CLOSING DATE</u>	:	03 March 2023
<u>POST 06/257</u>	:	<u>STAFF NURSE GRADE 1 REF NO: EHD2023/02/07</u> Directorate: Primary Health Care
<u>SALARY</u>	:	Grade 1: R179 172 per annum, (plus benefits)

- CENTRE REQUIREMENTS** : Ekurhuleni Health District (SSDR)
 : Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as Staff Nurse (Enrolled Nurse) Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients' Rights Charter. Must be prepared to work shifts including night duty, weekends, and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC.
- DUTIES** : Measure, interpret and record vital signs. Give Health education to clients. Assist professional nurses with procedures. Prepare of patients for diagnostic and surgical procedures. Sustain Nutritional status of patients. Be able to engage with the community and other stake holders. Provide elementary nursing services under the supervision of professional nurse within the scope of practice as defined by the South African Nursing Council and the Charter of Nursing Practice. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager.
- ENQUIRIES APPLICATIONS** : Ms P Mngomezulu at 082 412 2483
 : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 03 March 2023
- POST 06/258** : **STAFF NURSE GRADE 1 REF NO: EHD2023/02/08**
 Directorate: Primary Health Care
- SALARY** : Grade 1 R179 172 per annum, (plus benefits)
CENTRE : Ekurhuleni Health District (NSDR)
REQUIREMENTS : Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as Staff Nurse (Enrolled Nurse) Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients' Rights Charter. Must be prepared to work shifts including night duty, weekends, and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC.
- DUTIES** : Measure, interpret and record vital signs. Give Health education to clients. Assist professional nurses with procedures. Prepare of patients for diagnostic and surgical procedures. Sustain Nutritional status of patients. Be able to engage with the community and other stake holders. Provide elementary nursing services under the supervision of professional nurse within the scope of practice as defined by the South African Nursing Council and the Charter of Nursing Practice. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager.
- ENQUIRIES** : Ms G.S Mateza Tel No: (011) 565 – 5160

- APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 03 March 2023
- POST 06/259** : **STAFF NURSE GRADE 1 REF NO: EHD2023/02/09**
Directorate: Primary Health Care
- SALARY** : Grade 1: R179 172 per annum, (plus benefits)
- CENTRE** : Ekurhuleni Health District (ESDR)
- REQUIREMENTS** : Qualifications that allows registration with SANC as Staff Nurse (Enrolled Nurse). Current registration with SANC as Staff Nurse (Enrolled Nurse). Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients' Rights Charter. Must be prepared to work shifts including night duty, weekends, and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC.
- DUTIES** : Measure, interpret and record vital signs. Give Health education to clients. Assist professional nurses with procedures. Prepare of patients for diagnostic and surgical procedures. Sustain Nutritional status of patients. Be able to engage with the community and other stake holders. Provide elementary nursing services under the supervision of professional nurse within the scope of practice as defined by the South African Nursing Council and the Charter of Nursing Practice. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager.
- ENQUIRIES** : Ms N.M Xaba Tel No: (011) 737-9746
- APPLICATIONS** : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment

verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

- CLOSING DATE** : 03 March 2023
- POST 06/260** : **STORE ASSISTANT REF NO: UPOHC/SA/02/2023**
Directorate: Procurement
- SALARY** : R107 196 - R126 270 per annum, (plus benefits)
CENTRE : University of Pretoria Oral Health Centre
REQUIREMENTS : Grade 10. Code 08 driving license essential. Good interpersonal skills. Ability to work under pressure. Computer skills and knowledge of Procurement will serve as a recommendation.
- DUTIES** : Daily delivering of all stock to the end users which may include the carrying of heavy items. Involved with the maintenance and neatness of the storerooms. Support the store/Transit clerks with all store/transit related duties. Responsible for certain collections and deliveries from suppliers. Support with handling client inquiries.
- ENQUIRIES** : Ms L Oelofse Tel No: 012 301 5703
APPLICATIONS : Quoting the relevant reference number. Direct applications must be delivered to Ms. L Debeila, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to Ms. L Debeila PO Box 1266, Pretoria, 0001. No faxed or email applications will be considered.
- NOTE** : Fully completed new Z83 and detailed Curriculum Vitae with minimum of at least three (3) referees. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only, if you have not heard from us within 3 months of closing date, please accept that your application has been unsuccessful.
- CLOSING DATE** : 03 March 2023

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

- APPLICATIONS** : Please apply online at <http://professionaljobcentre.gpg.gov.za>
CLOSING DATE : 10 March 2023
NOTE : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender, youth and disability) in the Public Service through the filling of these posts. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a Z83 and a comprehensive Curriculum Vitae (CV). Certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job) will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POST

- POST 06/261** : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: REFS/016280**
- SALARY** : R393 711 per annum
CENTRE : Johannesburg

REQUIREMENTS

: Matric plus Diploma / Advanced Certificate or National Diploma or Degree (added advantage) in Supply Chain / Logistics / Purchasing or LLB Degree or equivalent in a related field. Minimum of 3 years' experience in Public Sector Contract Management. People management and leadership skills. Attention to detail. Communication skills. Problem solving skills. Analytical skills. Time Management skills. Ability to perform under pressure. Knowledge, understanding and application of relevant applicable acts, Treasury Regulations and Instruction Notes in relation to SCM. Computer Literacy. Possession of a valid Driver's License.

DUTIES

: Demonstrate experience in a contract management or equivalent role in a procurement environment. Good working knowledge of contract management processes and techniques. High level of interpersonal skills, including the ability to liaise effectively with a range of stakeholders providing expert contract management advice to enable achievement of desired outcomes. Ensure compliant contract administrative activities daily. Monitor contract performance and compliance with the contract stipulations, contract management plan, risk management plan and organisational policies and procedures. Effectively manage contract enquiries, issues, disputes, variations and risks. Ensure customer satisfaction is a high priority and stakeholders receive responsive and proactive services. Provide advice and support to stakeholders. Research and analyse contract related information including supplier contract reporting and provide reports regarding contract activity and performance. Draft and maintain a Comprehensive Contract Register as prescribed. Develop and monitor the implementation of contract management policy. Provide leadership, advise, and support to staff within the team. Manage audit processes and implement effective internal controls. Ensure the implementation of automated systems for contract management.

ENQUIRIES

: Ms A Mogaswa at 072 313 8052