

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : Applications must be delivered or posted to: Physical address: 26<sup>th</sup> Loveday Street, Kuyasa Building, Johannesburg, 2001. Postal address: P.O. Box 7710, Johannesburg, 2000.
- CLOSING DATE** : 17 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](http://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 ECHELON**

- POST 08/206** : **DEPUTY DIRECTOR-GENERAL: EDUCATION SUPPORT REF NO: HO2023/03/01**  
Branch: Education Support  
(5 Years Fixed Term Contract Performance Based)
- SALARY CENTRE REQUIREMENTS** : R1 590 747 per annum, (an all-inclusive package)  
: Head Office, Johannesburg  
: An appropriate advanced Diploma/B-Tech/ Bachelor's Degree (NQF Level 7) and a postgraduate (NQF Level 8) qualification or equivalent qualification at NQF level 8 with at least a minimum of 8 years senior management experience within Education environment. Proven management skills in education management or similar. Extensive working knowledge of public sector, particular in education sphere, Education prescripts, Public Finance

Management Act, Public Service Regulation. 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 drivers' license is essential.

**DUTIES** : Provide strategic leadership and oversee the management and coordination of GDE infrastructure facilities and school infrastructure delivery, scholar transport, nutrition, security & safe school support services. Oversee, manage, and ensure implementation of GDE corporate infrastructure facilities and school infrastructure delivery, national school nutrition, scholar transport and safe school services. Provide strategic leadership and oversee the provision of social support services to institutions and stakeholder services. Oversee, manage, and ensure the improvement of institutions performance. Oversee, manage, and promote learner psycho-social support services, school sport and extra-curricular programmes. Provide strategic leadership and manage infrastructure and operation support services. Oversee, manage, and ensure the implementation of infrastructure planning services, day-to-day routine, and preventative maintenance projects. Promote internal and external stakeholder relationships. Represent the department in all relevant committees and forums. Build and maintain internal and external networks with Branch Heads, Senior Managers, and service providers to ensure relevance and credibility of the Branch services. Manage and maintain effective stakeholder engagement. Manage resources of the Branch. Ensure the development and implementation of procurement and operational plan for the Branch. Monitor and ensure control of budget & expenditure of the branch in line with the relevant legislation. Oversee the identification of risks within the Branch and implementation of mitigation thereof. Develop monitoring & evaluation mechanisms for the implementation of Policies and procedures in the department and ensure the maintenance thereof.

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

**POST 08/207** : **DIRECTOR: PROCUREMENT REF NO: HO2023/03/02**  
Chief Directorate: Supply Chain 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 Supply Chain Management/ Procurement/ Public Finance or equivalent qualification at NQF level 7, with at least a minimum of 5 years middle/senior management experience within Procurement/ supply Chain Management environment. Knowledge and understanding of the PFMA, PPPFA and all other relevant legislations. In-depth understanding, application of financial, and procurement management systems within the government sector. Knowledge of Public Service Act and Regulations, Communication policies, practices and theories. 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** : Oversee the procurement of departmental goods and services. Manage the consolidation, compilation & submission of departmental procurement plan. Manage the issuing and acceptance of Bids and quotations in line with the SCM Legislations, Policies and procedures. Manage all enquiries relating to the invitations of quotations of goods and services are handled in the manner which is fair and transparent to the service providers. Oversee the provisioning of contract management ( administration, compliance and reporting ) services. Manage the implementation and enforcement of compliance on functional risk management systems to minimize fraud & corruption. Manage the administration of supplier's contracts and service level agreements for goods and services. Manage the maintenance of entities on BAS. Ensure accurate reporting of commitments, irregular expenditure and compliance reporting. Oversee the Development and implementation of the SCM procurement related policies, guidelines and frameworks. Manage the development of Departmental Policies, Procedure Manuals and best practices on Procurement

issues. Ensure the effective and efficient overall resource management within the unit in terms of relevant acts and delegations. Maintain and ensure effective internal and external stakeholder engagement and management. Manage the Directorate budget in accordance with the PFMA, and any other relevant legislations. Ensure the implementation and maintenance of risk management and mitigate risks threatening the attainment of objectives and the optimisation of opportunities that would enhance the Directorate's performance.

**ENQUIRIES** : Ms Ntendeleni Radzilani Tel No: 011 843 6540

**POST 08/208** : **DIRECTOR: ASSETS AND INVENTORY MANAGEMENT REF NO: HO2023/03/03**  
Chief Directorate: Supply Chain 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 Supply Chain Management/ Logistics/ Public Finance/ Asset Management/ Warehousing or equivalent qualification at NQF level 7, with at least a minimum of 5 years middle/senior management experience within Procurement/ supply Chain Management environment. Knowledge and understanding of the PFMA, PPPFA and all other relevant legislations. In-depth understanding, application of financial, and procurement management systems within the government sector. Knowledge of Public Service Act and Regulations, Communication policies, practices and theories. 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** : Manage the administration of departmental Assets (goods). Manage the development and maintenance of an accurate asset register. Manage the departmental system for the disposal of redundant and obsolete assets. Manage the development, review and implementation of Asset Loss Mitigation and Control procedures. Oversee the departmental warehousing and logistics of departmental assets inline of the legislative mandates. Manage all aspects of inventory stock taking. Manage the development, review and manage proper implementation of Warehouse Prescripts. Oversee the provision of strategic interventions and guidance in terms of Inventory and Warehouse management. Manage the information sharing/ training sessions to departmental officials on all Asset Management related matters. Manage the storage warehouse sites inspection with prospective service providers. Manage the monitoring of general asset management operating procedures, design and make improvements on systems. Oversee the Development and implementation of Assets and Inventory management policies, guidelines and frameworks. Manage the development of Departmental Policies, Procedure Manuals and best practices on Inventory and Asset Management issues. Ensure the effective and efficient overall resource management within the unit in terms of relevant acts and delegations. Manage the Directorate budget in accordance with the PFMA, and any other relevant legislations. Ensure the implementation and maintenance of risk management and mitigate risks threatening the attainment of objectives and the optimisation of opportunities that would enhance the Directorate's performance.

**ENQUIRIES** : Ms Tlaleng Ngubeni Tel No: 011 843 6544

#### OTHER POSTS

**POST 08/209** : **DEPUTY DIRECTOR: INFORMATION SECURITY AND DISASTER RECOVERY REF NO: HO2023/03/04**  
Directorate: IT and Service Management

**SALARY** : R766 584 per annum, (an all-inclusive package)  
**CENTRE** : Head Office, Johannesburg  
**REQUIREMENTS** : A recognised three-year National Diploma/Degree (NQF Level 6/7) in Information Technology/Information Systems/ Computer Science plus a minimum of 3 years relevant working experience at Junior Management

/Middle Management level (Assistant Director/ Deputy Director level) in information technology/ information security, Patch management, antivirus management and disaster recovery environment. Security Plus (s+) is compulsory. ITIL Foundations Certificate will be an added advantage. Knowledge of Android and iPads mobile devices, IT Security practices on desktop and application environments, Security Governance, Microsoft Office 365, Windows 7,8, 8.1 & 10 and LAN/WAN support and Working knowledge of the Public Service Act and Regulations, policy and regulatory environment of information Technology and security. Good written and verbal communication skills, Computer literacy, Telephone Etiquette, Good Interpersonal relations, Problem Solving, Management and Consultation skills, Valid driver's licence is essential.

**DUTIES**

: Manage and coordinate the provision Information Security & disaster recovery. Develop and implement relevant cyber and IT risk metrics and report to management. Provide anti-virus protection to ensure data integrity and eliminate/minimize the possibility of attacks on the departmental system. Develop and implement the disaster recovery plan of the department system. Develop and manage an information security risk register to address risk issues and action plans from all sources. Manage IT Security projects in accordance with project management best practice. Manage and report on Software access in GDE. Manage Information Technology Ad-hoc projects within GDE. Develop, implement, and monitor a comprehensive information security, cyber security, and disaster recovery program. Develop and enhance an information security management database. Develop and implement Information Security Governance program across GDE. Manage the security and privacy of networks and computer systems. Ensure the installation and upgrade of anti-virus software to ensure security at the user level. Manage and monitor desktop and server patch updates. Manage the Auditing of hardware specifications, software, applications and report on non-standard conforming assets. Manage and report on vulnerabilities on GDE computers and systems. Manage, conduct and ensure IT Risk assessments are completed, reported on and monitored. Manage and develop information security and disaster recovery policy, procedures and standards. Develop and lead information security awareness and training initiatives, including phishing exercises. Design and implement Cyber and IT controls assessment and assurance process to ensure controls function effectively and efficiently. Oversee the highest risk initiatives and exhibit pragmatism in formulating process remediation and mitigation strategies. Manage the effective, efficient and economic utilisation of allocated resources. Compile and submit work plan, performance development plan, and job description and performance agreements of staff.

**ENQUIRIES**

: Ms. Hellen Kganyago Tel No: (011) 843 6693

**POST 08/210**

: **ASSISTANT DIRECTOR: INFORMATION SECURITY AND DISASTER RECOVERY REF NO: HO2023/03/05**  
Directorate: IT and Service Management

**SALARY CENTRE REQUIREMENTS**

: R393 711 per annum  
: Head Office, Johannesburg  
: A recognised three-year National Diploma/Degree (NQF Level 6/7) in Information Technology/Information Systems/ Computer Science plus a minimum of 3 years relevant working experience as a Technician in Information Technology/ Information Security environment. Security Plus (s+) is compulsory. ITIL Foundations Certificate will be an added advantage. Knowledge of Android and iPads mobile devices, IT Security and Security Governance, Microsoft Office 365, Windows 7,8, 8.1 & 10 and LAN/WAN support and Working knowledge of the Public Service Act and Regulations, policy and regulatory environment of information Technology and security. Good written and verbal communication skills, Computer literacy, Telephone Etiquette, Good Interpersonal relations, Problem Solving, Management and Consultation skills, Valid driver's licence is essential.

**DUTIES**

: Provide Information Technology Technical Support service to Head Office and Satellite Offices. Identify trends and problems relating to information security and disaster recovery issues. Compile information security risk metrics and report monthly. Coordinate the provision anti-virus protection to ensure data integrity and eliminate/minimize the possibility of attacks on the departmental system. Update and maintain information security risk register and software

access in GDE. Facilitate IT support projects at Head Office and Satellite Offices i.e. Software, Security, project tenders etc. Supervise and provide support services and monitor LAN connectivity of sites. Provide Technical support on Information Technology governance and adhoc projects. Implement network security and Patch Compliance. Report on changes, planning and performance issues. Conduct Risk assessments and awareness sessions to GDE computer users. Report on IT project issues and developments. Assist with planning and coordinating the DR testing for GDE. Coordinate and promote information security. Install of anti-virus security software for all GDE end- users. Upgrade of anti-virus security software for all GDE end- users regularly. Install the Operating Systems Versions and Patches. Monitor the effectiveness of Anti-Virus & Patches updates. Audit of hardware specifications, software, applications and report on non-standard conforming assets. Supervision of staff. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

**ENQUIRIES** : Ms. Hellen Kganyago Tel No: (011) 843 6693

**POST 08/211** : **PERSONAL ASSISTANT REF NO: HO2023/03/06**  
Directorate: Talent Management and Innovation

**SALARY** : R269 214 per annum  
**CENTRE** : Head Office, GCRA  
**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 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 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 Director.

**ENQUIRIES** : Ms Lerato Machaka Tel No: (011) 843 6532

**POST 08/212** : **PERSONAL ASSISTANT REF NO: HO2023/03/07**  
Directorate: Educator Training and Development  
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 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 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 Director.
- ENQUIRIES** : Ms Gabisile Mavuso Tel No: (011) 355 0727

## **DEPARTMENT OF HEALTH**

### **OTHER POSTS**

- POST 08/213** : **MEDICAL SPECIALIST: CARDIOTHORACIC SURGERY REF NO: REFS/016383 (X1 POST)**  
Directorate: Clinical Services

- SALARY** : R1 156 308 per annum, (all package inclusive)  
**CENTRE** : Dr. George Mukhari Academic Hospital  
**REQUIREMENTS** : Appropriate qualification in Health Science (MBCHB degree or equivalent) Registration certificate with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Cardiothoracic Surgery. Current registration with the HPCSA as a Medical Specialist.

- DUTIES** : Participate in the delivery of a 24 – hour in-patient cardiothoracic surgery service. Undertake teaching of undergraduate medical students. Develop management protocols for the cardiothoracic surgery service in accordance with the Hospital and Department policies. Provide appropriate surgical care to cardiothoracic surgery patients. Maintain the effective and efficient utilization of human resource in respect of overseeing and supervising cardiothoracic surgery staff in the execution of their duties. Training staff and promoting on going staff development in accordance with their individual and departmental development needs. Recruiting and selecting staff in accordance with government prescripts, assessing performance of cardiothoracic surgery staff. Allocating cardiothoracic surgery personnel to respective wards and call roster. Provide measures and guidance on quality assurance to comply with set quality standards. Foster collaboration with other hospitals within and outside the district. Exercise costs control over the activities of the department in with the allocated budget. Participate in all academic and clinical meetings of the cardiothoracic surgery Department. Participate in departmental research activities. Accept responsibility for continuous professional development to keep up to date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Department.

- ENQUIRIES** : Prof. R Chauke Tel No: 012 521 4992  
**APPLICATIONS** : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C, D and F must be fully completed and section E, and G should be ignored if the required information is attached on CV. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or

before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

**CLOSING DATE**

: 17 March 2023

**POST 08/214**

: **MEDICAL SPECIALIST (PAEDIATRICS & CHILD HEALTH) REF NO: HRM/2023/08**  
Directorate: Medical

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R1 156 308 – R1 918 284 per annum, (OSD Grading)  
: Mamelodi Regional Hospital  
: National Senior Certificate and MBCHB OR equivalent qualification plus FC Paeds (SA) OR equivalent qualification that allows for registration with HPCSA. **Grade 1:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require one (1) year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 2:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. **Grade 3:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized for Service. Recommendation Sub-specialist medical knowledge, skills & competencies in Paediatrics will be an added advantage. Competencies: Outstanding clinical skills in field of Paediatrics preferably obtained in public service/environment. Ability and practical experience to provide training for under and post graduates. Develop and review clinical protocols and guidelines for Paediatrics Quality Management (improvement, assurance, audits, etc.) Leadership, people management, problem solving, decision making and communication skills. Mentoring, coaching, facilitation, teaching and training skills General management skills: human resources, finance, operations, strategy, marketing Knowledge of relevant protocols, policies, regulations, public service legislation and guidelines. Medical ethics, epidemiology, research and statistics.

**DUTIES**

: Will cover clinical skills, performance, training, research and supervision & support Provision of Specialist Paediatric services. Participate in the Departmental outreach program to the catchment area Intern, Community Service Doctor's, Medical Officer and Clinical Quality: audits, morbidity and mortality reviews, clinical guidelines, protocols, quarterly reports. Play a leadership role in conducting ward rounds, problem ward rounds, ground ward rounds, multidisciplinary meetings and mortality meeting for teaching purposes. Ensuring unit meeting occur regularly. Patient satisfaction: satisfaction surveys, community consultation and active participation in development of services, waiting times, customization of services Systems: appropriate level of care, referral pathways, seamless and integrative service delivery systems. To perform overtime duties. Assist with the maintenance of standards of care and implementation of quality of quality improvement programmes within the Department Assist with the administration of a Component of the Paediatric Department.

**ENQUIRIES**  
**APPLICATIONS**

: Dr EB Mankge Tel No: 012 841 8300  
: Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to:

Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.

**FOR ATTENTION NOTE** : Mr MH Hlophe (HR Recruitment Section).  
 : Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV ONLY. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference

**CLOSING DATE** : 31 March 2023

**POST 08/215** : **MEDICAL SPECIALIST REF NO: HRM/2023/09**  
 Directorate: Anaesthesiology

**SALARY CENTRE REQUIREMENTS** : R1 156 308 – R1 918 284 per annum, (OSD grading)  
 : Mamelodi Regional Hospital  
 : Grade 12 Certificate, MBCHB OR equivalent qualification Plus FC Anaesthesiology (SA) OR equivalent qualifications that allows for registration with HPCSA as a Medical Specialist in Paediatrics **Grade 1:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require 1-year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 2:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. **Grade 3:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service.

**DUTIES** : Outstanding clinical skills in field of Anaesthesiology preferably obtained in public service/environment Ability and practical experience to provide training for under and post graduates Develop and review clinical protocols and guidelines for Anaesthesiology Quality Management (improvement, assurance, audits, etc.) Leadership, people management, problem solving, decision making and communication skills Mentoring, coaching, facilitation, teaching and training skills. General management skills: human resources, finance, operations, strategy, marketing Knowledge of relevant protocols, policies, regulations, public service legislation and guidelines Medical ethics, epidemiology, research and statistics students Assist and participate in research activities as defined within the department.

**ENQUIRIES APPLICATIONS** : Dr EB Mankge Tel No: (012) 841 8305  
 : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.

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



**CLOSING DATE** : 31 March 2023

**POST 08/216** : **MEDICAL SPECIALIST (OBSTETRICS AND GYNAECOLOGY) REF NO: HRM/2023/10**  
Directorate: Clinical

**SALARY** : R1 156 308 – R1 918 284 per annum, (OSD Grading grading)  
**CENTRE** : Mamelodi Regional Hospital  
**REQUIREMENTS** : National Senior Certificate or equivalent MBCHB Degree post graduate qualification that allows Registration with HPCSA as Medical Specialist in Obstetrics and Gynaecology. Offer will be based on proven years of experience. **Grade 1:** Appropriate Qualification in the relevant discipline that allows registration as Medical Specialist with HPCSA. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with HPCSA in a recognised sub speciality. Knowledge and Skills: Knowledge of Public service legislation, policies and procedures. Excellent time management, written and verbal communication skills and report writing skills. Good-interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethics.

**DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patients. Improve quality of care that provides appropriate clinical care supervising junior medical staff. Attendance of relevant administrative meetings like mortality meetings near miss meeting and completing medico legal document timeously (especially death certificate). Participation in 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. Required to do clinical audits and where necessary improvement plan. Service delivery and medical administration: Provide outreach, in-reach and Support services, rendering commuted overtime is compulsory. Involvement in teaching and training. Conduct Research. Perform clinical governance and ensure compliance with all legal and statutory requirements with OHSC, HPCSA, CMSA. Medical Administration: Perform all reasonable duties as directed by the Head of Department: Obstetrics and Gynaecology/ Head of Clinical Services. Monitoring and evaluating of relevant clinical effectiveness indicators.

**ENQUIRIES** : Dr LB Mapeshoane Tel No: 012 842 0986  
**APPLICATIONS** : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.

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

**CLOSING DATE** : 31 March 2023

**POST 08/217** : **MEDICAL SPECIALIST REF NO: HRM/2023/11**  
Directorate: Radiology

**SALARY** : R1 156 308 – R1 918 284 per annum, (OSD Grading)  
**CENTRE** : Mamelodi Regional Hospital  
**REQUIREMENTS** : National Senior Certificate, qualification that allows for registration with the HPCSA as a Medical Specialist in Radiology (MMED/FCRAD) with the HPCSA. No experience required after registration with the HPCSA as a Medical Specialist in Diagnostic Radiology.

- DUTIES** : Provide optimal radiology service and patient management. Assist clinicians with booking of patients and give advice when necessary. Assist with the maintenance of standards of care and implementation of quality Improvement programmes within the department. Assist with the supervision and support of radiographers and Medical Officers in the department. Participate in the departmental academic programme. Ensure the proper and economical use of equipment and other resources. Assist with the administration of the department. Participate in the departmental activities for the development and training of undergraduate students.
- ENQUIRIES** : Dr LB Mapheshoane Tel No: (012) 841 8305
- APPLICATIONS** : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
- FOR ATTENTION** : Mr MH Hlophe (HR Manager)
- NOTE** : Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV ONLY. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
- CLOSING DATE** : 31 March 2023
- POST 08/218** : **MEDICAL SPECIALIST REF NO: HRM/2023/12**  
Directorate: Orthopaedics
- SALARY** : R1 156 308 – R1 918 284 per annum, (OSD Grading)
- CENTRE** : Mamelodi Regional Hospital
- REQUIREMENTS** : Grade 12 Certificate, MBCHB OR equivalent qualification Plus MMED Orth/ FC Orth(SA) qualification that allows for registration with HPCSA as a Medical Specialist in Orthopaedic Surgery **Grade 1:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require 1-year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service **Grade 2:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. **Grade 3:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service.
- DUTIES** : Outstanding clinical skills in the field of Orthopaedic surgery, preferably obtained in public service/environment Ability and practical experience to provide training for under and post graduates Develop and review clinical protocols and guidelines for Orthopaedics Management (improvement, assurance, audits, etc.) Leadership, people management, problem solving, decision making and communication skills Mentoring, coaching, facilitation, teaching and training skills General management skills: human resources, finance, operations, strategy, marketing Knowledge of relevant protocols, policies, regulations, public service legislation and guidelines Medical ethics, epidemiology, research and statistics Will cover clinical skills, performance, training, research and supervision & support Provision of Specialist Orthopaedics services Participate in all Departmental activities: theatre, out-patient department and wards Interns, Community Service Doctors, and Medical Officers training and supervision Clinical Quality: audits, morbidity and mortality reviews, clinical guidelines, protocols, quarterly reports Play a leadership role in conducting ward rounds, problem ward rounds, ground ward

rounds, multidisciplinary meetings and mortality meeting for teaching purposes  
 .Ensuring unit meetings occur regularly Patient satisfaction: satisfaction surveys, community consultation and active participation in development of services, waiting times, customization of services Systems: appropriate level of care, referral pathways, seamless and integrative service delivery systems  
 To perform overtime duties Assist with the maintenance of standards of care and implementation of quality improvement programmes within the Department Assist with the administration of a component of the Orthopaedics Department.

**ENQUIRIES** : Dr LB Mapheshoane Tel No: (012) 841 8305  
**APPLICATIONS** : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.

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

**CLOSING DATE** : 31 March 2023

**POST 08/219** : **MEDICAL SPECIALIST GRADE1 REF NO: REFS/016362 (X1 POST)**  
 Directorate: Radiology

**SALARY** : R1 156 308 per annum, (all-inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as a Medical Specialist in a normal specialty. No experience.

**DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g., Death certificate). Participation in 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 their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.

**ENQUIRIES** : Prof Mngomezulu Tel No: (011) 933 8393/ 0193  
**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](http://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](http://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** : 17 March 2023
- POST 08/220** : **MEDICAL SPECIALIST GRADE 1, 2 AND 3 REF NO: REFS/016363 (X5 POSTS)**  
Directorate: Anaesthetics
- SALARY** : Grade 1: R1 156 308 per annum  
Grade 2: R1 322 100 per annum  
Grade 3: R1 534 356 per annum
- CENTRE REQUIREMENTS** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
: **Grade 1:** (No experience required) **Grade 2:** (Five to ten years' experience) **Grade 3:** (Ten to twenty years' experience) appropriate qualifications that allow registration with HPCSA as Medical Specialist in Anaesthetics. Registration with the HPCSA as a Medical Specialist. No experience required for Grade 1 post. Experience in the public sector would be an advantage. Competencies/Knowledge/Skills: Good leadership skills, excellent communication (verbal and written), ability to resolve conflict and good interpersonal skills. The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure, they must be aware the need may arise to work beyond normal working hours and work with a diverse team. Ability to work in a multi-disciplinary team is a must.
- DUTIES** : Provision of a comprehensive clinical service for patients at Chris Hani Baragwanath Academic Hospital; provision of undergraduate and postgraduate medical student teaching.; provision of supervision and training of registrars, medical officers, interns and nurses. An ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes; to participate in all divisional, departmental and faculty meetings 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. Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment).
- ENQUIRIES APPLICATIONS** : Dr P Mogane Tel No: (011) 933 9989  
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808

- NOTE** : Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://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** : 17 March 2023
- POST 08/221** : **MEDICAL OFFICER: PSYCHIATRY REF NO: HRM/2023/13**  
Directorate: Psychiatry
- SALARY** : R858 528.- R1424 286 per annum, (salary will be determined as per OSD grading)
- CENTRE** : Mamelodi Regional Hospital
- REQUIREMENTS** : National Senior Certificate or equivalent, MBCHB /MBBCH Degree. Ability to function independently and be part of a multidisciplinary team. Applicants must be solution-oriented and have good decision-making skills.
- DUTIES** : Render inpatient and outpatient services in the disciplines. A keen interest. Experience and courses attended in the relevant clinical fields will be an added advantage. Commuted Overtime Is Compulsory.
- ENQUIRIES** : Dr. B Mankge Tel No: (012) 841 8305
- APPLICATIONS** : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Jobs are not for sale at Mamelodi Regional Hospital.
- FOR ATTENTION** : Mr Mh Hlophe
- NOTE** : Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV ONLY. Only shortlisted candidates will be requested to bring certified copies, current proof of registration with HPCSA as an independent Medical Practitioner. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed.
- CLOSING DATE** : 31 March 2023

**POST 08/222** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/016364 (X1 POST)**  
 Directorate Anaesthetics

**SALARY** : R858 528 per annum, (inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as a medical practitioner. HPCSA registration as an independent medical practitioner and must be post Community Service. Must be a South African citizen or permanent resident.

**DUTIES** : The incumbent will be responsible for delivering anaesthetic services to patients presenting for various surgical procedures. There will also be a need to supervise and teach medical interns and undergraduate medical students. Attendance of relevant departmental meetings like morbidity and mortality, near miss and completing medico-legal documents timeously. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Performance of practical procedures relevant to anaesthesia. Participation in departmental meetings, journal clubs, case presentations, and lectures. Rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients.

**ENQUIRIES** : Dr P Mogane Tel No: 011 933 9335  
**APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**NOTE** : Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://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** : 17 March 2023

**POST 08/223** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/016365 (X1 POST)**  
 Directorate: Radiology

**SALARY** : R858 528 per annum, (all-inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital  
**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 Diploma/Part 1 in relevant department. Training opportunities are inter alia available in Radiology Department.

**DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Willing to do commuted overtime. Attendance of relevant administrative meeting like mortality meetings, near miss meeting and completing MEDICO Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Medical Officers will inter alia be responsible for rendering of clinical services, assessment and treatment of patient, Medical Officers will be rotated through related departments in the hospitals.

**ENQUIRIES** : Prof Mngomezulu Tel No: (011) 933 8393/ 0193  
**APPLICATIONS** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**NOTE** : Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://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** : 17 March 2023
- POST 08/224** : **MEDICAL REGISTRAR REF NO: REFS/016368 (X1 POST)**  
Directorate Accident and Emergency Unit
- SALARY CENTRE REQUIREMENTS** : R858 528 per annum, (inclusive package)  
Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner. Must be a South African citizen or permanent resident. Must have successfully completed the Diploma in Primary Emergency Care. Must have successfully completed FCEM Part 1. Completed 3 years in an Emergency Department post Community Service. Completed the EMSSA Core POC Ultrasound Course. Up to date BLS, ALCS, APLS or PALS and ATLS.
- DUTIES** : Registrars participate in safe, cost-effective, evidence-based patient care. Registrars participate in the WITS academic programme and all departmental academic activity. Registrars are required to complete their MMed prior to registering for FCEM Part 2. The highest level of ethics, leadership, professionalism, and punctuality is to be always exhibited. One will require the ability to work in a team and to report all potential conflict of interests and corruption.
- ENQUIRIES APPLICATIONS** : Dr. Mohamed Tel No: 011 933 0115  
Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://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** : 17 March 2023



**POST 08/225** : **MEDICAL OFFICER REF NO: HRM/2023/14**  
Directorate: Internal Medicine

**SALARY** : R858 528 - R1 424 286 per annum, (salary will be determined as per OSD grading)

**CENTRE REQUIREMENTS** : Mamelodi Regional Hospital  
: National Senior Certificate or equivalent, MBChB /MBBCH Degree that allows registration with HPCSA as an independent practitioner. Commuted Overtime is Compulsory.

**DUTIES** : Attendance of relevant clinical meeting like Mortality meeting and completing of Medico legal documents timeously ( eg death certificate). Reduce medical litigation by excising good clinical ethics, implement and monitor adherence to National Core Standards. Participating in all activities of the discipline in relation to teaching and research. Participate in a multi-disciplinary team to manage and care for patient. Ensure that administration; ICD 10 coding and record keeping is done. Supervising of undergraduate student's interns and community service doctors. To act as a domain trainer of interns. Interview investigate diagnose and oversee treatment of patients. Willing to do commuted overtime rendering of afterhours duties to provide continuous uninterrupted care of patient. Assess and manage Covid-19 patients. Counselling and education of patient's families. Prepare referral letters and discharge summaries for all patients. Proper record of all lab results. Participate in ward / department admin in maintaining wards records. Commitment to emergency care highest level of ethics, professionalism and punctuality. Expected ability to work in a team and to report all potential conflict of interests and corruption.

**ENQUIRIES APPLICATIONS** : Dr. B Mankge Tel No: (012) 841 8305  
: Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Jobs are not for sale at Mamelodi Regional Hospital.

**FOR ATTENTION NOTES** : Mr Mh Hlophe  
: Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV ONLY. Only shortlisted candidates will be requested to bring certified copies, current proof of registration with HPCSA as an independent Medical Practitioner. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed.

**CLOSING DATE** : 31 March 2023

**POST 08/226** : **MEDICAL OFFICER REF NO: HRM/2023/15**  
Directorate: Paediatrics

**SALARY** : R858 528 - R1 424 286 per annum, (salary will be determined as per OSD grading)

**CENTRE REQUIREMENTS** : Mamelodi Regional Hospital  
: National Senior Certificate, MBChB MBBCH degree that allows registration with the Health Professions Council South Africa (HPCSA) as a Medical Practitioner **Grade 1:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Practitioner with HPCSA. Foreign candidates require 1-year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service **Grade 2:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Practitioner with HPCSA plus 5 years after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. Appropriate Qualification in the relevant discipline that allows registration as a Medical Practitioner with HPCSA plus 10 years after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service.

**DUTIES** : Diploma in Child Health (will be an added advantage) 3 years' experience in Paediatrics Basic medical knowledge, with paediatrics, neonatology and child health focus Current health and public service legislation, regulation and policy Medical ethics, epidemiology and statistics Key Performance Areas (Will cover clinical skills, performance, training and supervision and support) Participate in the provision of 24-hour in and outpatient clinical care Assist with the maintenance of standards of care and implementation of quality Improvement programmes within the department. Assist with the supervision and support of medical officers, CSOs and interns in the department. (For those with requisite experience – Grade 2 & 3) Participate in the departmental academic programme Assist with the administration of a component of the Paediatric Support the departmental activities for the development and training of undergraduate, post graduate and vocational students Assist and participate in research activities as defined within the department.

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

**FOR ATTENTION NOTE** : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Jobs are not for sale at Mamelodi Regional Hospital.

**FOR ATTENTION NOTE** : Mr H Hlophe

**FOR ATTENTION NOTE** : Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV ONLY. Only shortlisted candidates will be requested to bring certified copies, current proof of registration with HPCSA as an independent Medical Practitioner. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed.

**CLOSING DATE** : 31 March 2023

**POST 08/227** : **MEDICAL OFFICER REF NO: HRM/2023/16**  
Directorate: Ophthalmology

**SALARY** : R858 528 - R1 424 286 per annum, (salary will be determined as per OSD grading)

**CENTRE REQUIREMENTS** : Mamelodi Regional Hospital

**CENTRE REQUIREMENTS** : National Senior Certificate, MBChB MBBCH degree that allows registration with the Health Professions Council South Africa (HPCSA) as a Medical Practitioner.

**DUTIES** : Provision of 24-hour ophthalmic services. Manage eye patients in all departments requiring ophthalmic care e.g ICU, eye clinic, ward in general and casualty. Perform ROP screening, theatre, clinic and ward rounds and ophthalmic surgical procedures. Participate in commuted overtime, supervision and training of medical intern's clinical assistants and nursing staff. Ensure proper and accurate record keeping as legally and ethically required. Provision of quality cost effective services in keeping up with Batho Pele Principles. Assist the HOD Department is compliant to Ideal Hospitals, learn management principles, and perform clinical audits.

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

**ENQUIRIES APPLICATIONS** : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Jobs are not for sale at Mamelodi Regional Hospital.

**FOR ATTENTION NOTE** : Mr H Hlophe

**FOR ATTENTION NOTE** : Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV ONLY. Only shortlisted candidates will be requested to bring certified copies, current proof of registration with HPCSA as an independent Medical Practitioner. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed.

**CLOSING DATE** : 31 March 2023

**POST 08/228** : **MEDICAL OFFICER REF NO: HRM/2023/17**  
Directorate: Radiology

**SALARY** : R858 528 - R1 424 286 per annum, (salary will be determined as per OSD grading)

**CENTRE** : Mamelodi Regional Hospital

**REQUIREMENTS** : National Senior Certificate and MBCCH/MBBCH degree that allows registration with Health Professional Council of South Africa as a Medical practitioner. Two (2) years' experience in Radiology Department. Good verbal, interpersonal, communication, management, and administrative skills. Must be computer literate. Ability to function effectively and independently under pressure and to take initiative. Must be a team player and be able to collaborate with other health Professionals (MDT). Commuted overtime is compulsory.

**DUTIES** : Provide optimal radiology service. Assist clinicians with booking of patients and give. Advice when necessary. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the supervision and support of Radiographers in the department. Participate in the departmental academic programme. Assist with the administration of the department. Support the departmental activities for the development and training of undergraduate students.

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

**APPLICATIONS** : must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Jobs are not for sale at Mamelodi Regional Hospital.

**FOR ATTENTION** : Mr H Hlophe

**NOTE** : Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV ONLY. Only shortlisted candidates will be requested to bring certified copies, current proof of registration with HPCSA as an independent Medical Practitioner. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed.

**CLOSING DATE** : 31 March 2023

**POST 08/229** : **MEDICAL OFFICER REF NO: HRM/2023/18**  
Directorate: General Surgery

**SALARY** : R858 528 - R1424 286 per annum, (salary will be determined as per OSD grading)

**CENTRE** : Mamelodi Regional Hospital

**REQUIREMENTS** : National Senior Certificate. MBCHB or MBBCh degree that allows registration with HPCSA as an independent practitioner, knowledge and experience in medical surgical management. Good written and verbal communication skills. Ability to work under-pressure. Commuted overtime is compulsory.

**DUTIES** : Provision of 24 hours surgical services. Manage surgical patients in all departments requiring, eg ICU, OPD clinic. Wards in general and casualty. Participate in commuted overtime. Supervision and training of medical interns, clinical assistants and nursing staff. Ensure proper and accurate record keeping as legally and ethically required. Provision of quality cost effective services in keeping up with the Batho Pele Principles. Assist the HOD and ensure that the department is compliant to Ideal Hospitals and Lean Management principles. Perform clinical Audit.

**ENQUIRIES** : Dr. LB Mapheshoane

**APPLICATIONS** : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.

**FOR ATTENTION** : Mr MH Hlophe (HR Recruitment Section)

**NOTE** : Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment,

especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.

- CLOSING DATE** : 31 March 2023
- POST 08/230** : **MEDICAL OFFICER REF NO: HRM/2023/19**  
Directorate: Anaesthesia
- SALARY** : R858 528 - R1424 286 per annum, (salary will be determined as per OSD grading)
- CENTRE** : Mamelodi Regional Hospital
- REQUIREMENTS** : National Senior Certificate or equivalent, MBCHB /MBBCH Degree that allows registration with HPCSA as an independent practitioner. Good knowledge of current health and public service legislation, Regulation and Policy, medical ethics, epidemiology and statistics.
- DUTIES** : Will cover clinical skills, personal development, training, supervision and support. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the supervision of and support of medical officers, community service medical officers and interns, participate in the departmental academic programme. Support the departmental activities for the development and training of undergraduate, post graduate and vocational students. Participate in commuted overtime duties. Assist and participate in research activities as defined within the department.
- ENQUIRIES** : Dr. B Mankge Tel No: (012) 841 8305
- APPLICATIONS** : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Jobs are not for sale at Mamelodi Regional Hospital.
- FOR ATTENTION** : Mr H Hlophe
- NOTE** : Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV only. Only shortlisted candidates will be requested to bring certified copies, current proof of registration with HPCSA as an independent Medical Practitioner. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed.
- CLOSING DATE** : 31 March 2023
- POST 08/231** : **MEDICAL OFFICER REF NO: HRM/2023/20**  
Directorate: Othorpaedics
- SALARY** : R858 528 - R1424 286 per annum, (salary will be determined as per OSD grading)
- CENTRE** : Mamelodi Regional Hospital
- REQUIREMENTS** : National Senior Certificate or equivalent, MBCHB /MBBCH Degree that allows registration with HPCSA as an independent practitioner. Good communication and interpersonal skills. Ability to work independently and in a multi-disciplinary team. Analytical thinking, independent decision-making and problem solving skills. Commuted overtime is compulsory.
- DUTIES** : The incumbent should be able to conduct orthopaedics surgical procedures independently; the incumbent will be responsible for the outpatient department. Willingness to trach junior staff members demonstrate leadership skills. Be able to work with various stakeholders.
- ENQUIRIES** : Dr.LB Maphshoane Tel No: (012) 841 8305
- APPLICATIONS** : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Jobs are not for sale at Mamelodi Regional Hospital.

**FOR ATTENTION NOTE** : Mr MH Hlophe  
: Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV only. Only shortlisted candidates will be requested to bring certified copies, current proof of registration with HPCSA as an independent Medical Practitioner. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed.

**CLOSING DATE** : 31 March 2023

**POST 08/232** : **MEDICAL OFFICER REF NO: HRM/2023/21**  
Directorate: Obstetrics and Gynaecology

**SALARY** : R858 528 - R1424 286 per annum, (salary will be determined as per OSD grading)

**CENTRE REQUIREMENTS** : Mamelodi Regional Hospital  
: National Senior Certificate, MBChB Degree that allows registration with HPCSA as an independent medical practitioner. Ability to function independently and be part of a multidisciplinary team. Applicant must be solution-oriented and have good decision-making skills.

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

**ENQUIRIES APPLICATIONS** : Dr. Annor VA Tel No: (012) 841 8434  
: Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.

**FOR ATTENTION NOTE** : Mr. MH Hlophe Tel No: (012) 841 8331 (HR Recruitment Section).  
: Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV ONLY. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.

**CLOSING DATE** : 31 March 2023

**POST 08/233** : **DEPUTY DIRECTOR: PATIENT AFFAIRS REF NO: REFS/016378**  
Directorate: Finance

**SALARY** : R766 584 per annum, (plus benefits)

**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS** : Matric and an appropriate three (3) years' Bachelor's Degree or National Diploma (NQF L6/L7) in Public Management or Equivalent qualification SAQA accredited tertiary institution with at least 3 years' experience as Assistant Director. Knowledge: Public Service Act, the Public Finance Management Act, Treasury Regulations. DORA, PAIA, Ministerial Priorities, PSCBC Resolutions, Public Service Regulations, Labour Relations Act, Employment Equity Act and other HR legislations and prescripts. Must understand the hospital Patient, Revenue and cash collection management. Ensure proper implementation and compliance to the Public Finance Management Act, 1999; HR Policies and other relevant statutory prescriptions. Knowledge of developing, analysing, interpreting, reports and presenting them to management. Skills: Strong management leadership skills and the ability to interpret and implement policies, directives and guidelines of the Gauteng Department of Health. Excellent verbal and written communication skills with good interpersonal skills. Negotiation, team building, conflict and problem-solving skills. Report writing skills. Presentation skills. Prepared to work under pressure and stressful situations. Must have at least code 08 driver's license and be computer literate.

		The following will be added advantage: Hospital Management experience and experience of SAP or MEDCOM.
<b><u>DUTIES</u></b>	:	Manage all Patient Administration Services. Management of Downtime in the unit and compliance as per department guidelines in order to comply with Audit Requirements. Improve and enhance increased revenue collection. Analyse daily, weekly and monthly report. Ensure efficient Records management of the patients files and application of innovative disposal and safekeeping of the records. Adhere to PAIA requests on legal records requests. Promote sound relations, provide direction and leadership to the Patient Administration Department. Manage policies and practices governing Patient Administration. Ensure services to patients are delivered effectively and efficiently. Ensure proper budget planning and monitoring system in place. Manage Performance Management Development system (PMDS), offer training to subordinates. Train staff continuously on patient administration and systems. Ensure effective utilization of human resource, corporate governance. Liaise with stakeholders to establish sound hospital/community relationship. Ensure proper record keeping through the utilization of paper based and electronic system. Ensure information risk management, security and protocols are implemented and adhered to. Develop and implement guidelines and Standard Operating Procedures (SOP). Ensure compliance with Ideal Hospital Framework.
<b><u>ENQUIRIES</u></b>	:	Ms M. Bodibe Tel No: 011 488 3798
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted on a (PDF Format only) to the following email-address <a href="mailto:Supporthr04.Cmjah@gauteng.gov.za">Supporthr04.Cmjah@gauteng.gov.za</a> Only email applications will be considered. Please use the reference as the subject.
<b><u>NOTE</u></b>	:	The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Females and Males, Indian Males and Females and White Males and Females are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	17 March 2023
<b><u>POST 08/234</u></b>	:	<b><u>ASSISTANT MANAGER NURSING PN-B4 REF NO: REFS/016347 (X1 POST)</u></b> Directorate: Nursing Services (Obstetrics & Gynaecology)
<b><u>SALARY</u></b>	:	R588 378.per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as

a Professional Nurse. Current registration with the South African Nursing Council. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) Diploma in Medical and Surgical Nursing: Operating Theatre. Nursing Science. At least three (3) years of the period referred to above must be appropriate/recognize experience at management level. A post basic qualification in Nursing Administration will be an added advantage. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision-making skills.

**DUTIES**

: Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e. inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms, and standards. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment)

**ENQUIRIES  
APPLICATIONS**

: Mr. N.B. 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.

**NOTE**

: Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://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**

: 17 March 2023

- POST 08/235** : **OPERATIONAL MANAGER SPECIALTY (PNB3) REF NO: REFS/016349 (X1 POST)**  
 Directorate: Nursing Services (Obstetrics & Gynaecology)
- SALARY CENTRE REQUIREMENTS** : R588 378 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 the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/Recognizable experience in Midwifery after obtaining the 1-year post-basic qualification in the relevant speciality. Midwifery and Neonatal Science (Advanced Midwifery) or Child Diploma Nursing and Neonatal Care Nursing Science. A post basic qualification in Nursing Administration will be an added advantage. Competencies/Knowledge/Skills: Leadership, ward Management/Administration, planning, Organizing, co-ordination, and communication skills. Ability to take charge and make Appropriate independent decisions. Knowledge of administrative policies and Guidelines. Display empathy for patients, promoting advocacy and Facilitate holistic treatment and Nursing care.
- DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research, and self-development. Be allocated to work night shifts, Weekends, public holidays and relieve the supervisor when required. Perform as an Operational Manager in accordance with the scope of practice demonstrate effective Communication with patients, supervisor and other health professionals and junior colleagues. Implementation of ideal Hospital Framework. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment)
- ENQUIRIES APPLICATIONS** : Mr B Mulaudzi Tel No: (011) 933 9779/0134  
 : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.
- NOTE** : Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://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** : 17 March 2023
- POST 08/236** : **OPERATIONAL MANAGER SPECIALTY (PNB3) REF NO: REFS/016350 (X1 POST)**  
Directorate: Nursing Services (Obstetrics & Gynaecology)
- SALARY CENTRE** : R588 378 per annum (plus benefits)  
: 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 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A post basic nursing qualification, with a duration of at least 1 year in Criticare or Child Nursing Science accredited with SANC. At least 5 years of the period referred to above must be appropriate/Recognizable experience after obtaining the 1-year post-basic qualification in the relevant speciality. A post basic qualification in Nursing Administration will be an added advantage. Competencies/Knowledge/Skills: Leadership, ward Management/Administration, planning, Organizing, co-ordination and communication skills. Ability to take charge and make Appropriate independent decisions. Knowledge of administrative policies and Guidelines. Display empathy for patients, promoting advocacy and facilitate holistic treatment and Nursing care.
- DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research, and self-development. Be allocated to work night shifts, Weekends, public holidays and relieve the supervisor when required. Perform as an Operational Manager in accordance with the scope of practice demonstrate effective Communication with patients, supervisor and other health professionals and junior colleagues. Implementation of ideal Hospital Framework. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment)
- ENQUIRIES APPLICATIONS** : Mr B 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.
- NOTE** : Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://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** : 17 March 2023

**POST 08/237** : **CHIEF OCCUPATIONAL THERAPIST REF NO: REFS/016309 (X1 POST)**  
Directorate: Clinical Support

**SALARY** : R487 305 per annum, (plus benefits)  
**CENTRE** : Dr. George Mukhari Academic Hospital  
**REQUIREMENTS** : Appropriate qualification (Degree) that allows registration with the Health Professional Council of South Africa (HPCSA) as an Independent Practitioner. Current registration with HPCSA as an Occupational Therapist. Three (03) years' experience in Occupational Therapy post community service. Computer literacy (MS Word, MS Excel, MS PowerPoint, MS Outlook). Working knowledge of quality assurance measures and performance management system. Excellent verbal and written communication skills. Ability to work under pressure. Ability to interact with the OT and multidisciplinary team. Exhibit leadership and management skills.

**DUTIES** : Render an Occupational therapy service in allocated area of work that complies with the standards and norms as indicated by Health Policies in the Psychiatric and Physical fields. Participate in administration and quality assurance tasks according to norms. Identify and report on risks. Facilitate and participate in student training. Participate in and facilitate professional and generic development programs of yourself and subordinates. Assist in management of the department on request.

**ENQUIRIES** : Ms. R Best Tel No: 012 529 3509  
**APPLICATIONS** : Please ensure that the specific reference number is quoted correctly. Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

**NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C, D and F must be fully completed and section E, and G should be ignored if the required information is attached on CV. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails

reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

**CLOSING DATE**

:

17 March 2023

**POST 08/238**

:

**OPERATIONAL MANAGER (GENERAL UNIT) (PN-A5) REF NO: REFS/016351 (X2 POSTS)**

Directorate: Nursing Services (Obstetrics & Gynaecology)

**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 the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. A Minimum of seven (7) years appropriate/recognizable experience in Nursing after registrations a professional Nurse with the SANC in General Nursing. A post basic qualification in Nursing Administration will be an added advantage. Competencies/Knowledge/Skills: Leadership, ward Management/Administration, planning, Organizing, co-ordination, and communication skills. Ability to take charge and make Appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitate holistic treatment and Nursing care. Knowledge of administrative policies and Guidelines.

**DUTIES**

:

Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research, and self-development. Be allocated to work night shifts, Weekends, public holidays and relieve the supervisor when required. Perform as an Operational Manager in accordance with the scope of practice demonstrate effective Communication with patients, supervisor and other health professionals and junior colleagues. Implementation of ideal Hospital Framework. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment)

**ENQUIRIES**

:

Mr 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.

**NOTE**

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Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://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** : 17 March 2023
- POST 08/239** : **CLINICAL PROGRAMME COORDINATOR REF NO: REFS/016367 (X1 POST)**  
 Directorate: Nursing Services (Nursing Personnel)  
 Re-advert. Those who have applied must re-apply)
- SALARY CENTRE REQUIREMENTS** : R464 466 per annum, (plus benefits)  
 : Chris Hani Baragwanath Academic Hospital  
 : 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 seven (7) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Computer literacy. A post basic qualification in Nursing Administration and Nursing Education will be an added advantage. will be an added advantage. Competencies/Knowledge/Skills: Competencies: Strong leadership, planning, organizing, co-ordination, and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy to staff, and interpersonal skills. Knowledge of administrative policies and guidelines.
- 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 an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)
- ENQUIRIES APPLICATIONS** : Mr. N.B. 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
- NOTE** : Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://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** : 17 March 2023
- POST 08/240** : **CLINICAL PROGRAMME COORDINATOR (TRANSPLANT COODINTOR) (PNA5) REF NO: REFS/016382 (X1 POST)**  
Directorate: Nursing Services (Renal Unit)
- SALARY CENTRE REQUIREMENTS** : R464 466 per annum, (plus benefits)  
: Chris Hani Baragwanath Academic Hospital  
: Diploma/Degree in General Nursing. Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A post-basic qualification with a duration of at least one year accredited with SANC (Nephrology Nursing Science) and a post basic qualification in Nursing Administration will be added will be an added advantage. Competencies/Knowledge/Skills: Attributes and Abilities Strong interpersonal, communication and presentation skills. Ability: to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work-related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.
- DUTIES** : Conduct awareness to the community and staff renal diseases on organ donation and transplant. Counselling patients and families on transplantation and educating them on different modalities of treatment available to them. Preparing patients for transplantation and ensuring all relevant investigations and tests are completed pre-transplant. Monitor renal patient's transplant. workup programme. Counselling potential donors on pros and cons of living. Related or living non-related. Organizing psychological and social assessment of potential donors. Identifying all potential donors and screening suitability by understanding and correctly interpreting the medical, surgical and admission history, vital signs, and blood results. Counselling family of potential, cadaver donors on organ donation and obtaining consent for organ donation. Ensure that all legal documentation and consent forms pertaining to cadaver donors are completed. Work in conjunction with other transplant coordinators to constantly update and maintain the recipient waiting list. Collecting data and maintaining statistics. Give talks and lectures to all categories of staff, including ICU, Renal and medical students on organ donation, brain stem death and management of the brain stem dead donor. Attending multidisciplinary confidential patient selection meetings. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)
- ENQUIRIES APPLICATIONS** : Mr. N.B. 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.
- NOTE** : Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the

internet at [www.dpsa.gov.za/documents](http://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** : 17 March 2023
- POST 08/241** : **OPERATIONAL MANAGER NURSING REF NO: CCRC/OPM/02/2023 (X1 POST)**  
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R464 466 per annum, plus benefits  
: Cullinan Care & Rehabilitation Centre  
: Qualification: Basic Nursing Diploma/Degree or equivalent qualification that allows registration with the SANC as a Professional Registered Nurse and Diploma in Nursing Healthcare Management/Administration. A minimum of 7 years in nursing after registration as Professional Nurse with the SANC in General Nursing (R425). Experience or basic qualification in psychiatric nursing having in-depth knowledge and understanding of Mental Health Care Act No 17 of 2002 to create and maintain a working inter-professional and multi-disciplinary relationship within nursing and internal and external stakeholders. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Knowledge of the Constitution of South Africa, statutory body requirements as well as relevant legislative framework governing the practice of nursing and midwifery. Knowledge of the general Public Service Administrative policies that have relevance to nursing practice, Labour Relations and Employment Equity issues that have bearing on the practice of nursing. Knowledge of the Public Finance Management Act (PFMA).
- DUTIES** : Ensure implementation of clinical nursing practice by the nursing team (unit) 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. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial, or religious differences. Able to manage own work, time, and

that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations to enhance service delivery. Perform duties as delegated by the supervisor and relief duties of the assistant area manager's office as required. Ensures implementation of all health programs relevant to the area of your work. Serves, contribute and be a member in MDT committee, Quality Assurance committee, CETU committee, Ethics committee, IPC committee and Occupational Health and Safety committee. Demonstrate basic computer literacy skills as a support tool to enhance service delivery.

- ENQUIRIES APPLICATIONS** : Mr. T. L. Moloi Tel No: (012) 734 7015
- applications should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000
- NOTE** : Application are required to submit a 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. applications for employment must be fully completed, initiated, and signed by applicant, failure to complete will lead to disqualification during the selection process. Section A, B, C, D and F must be fully completed and E and G should be ignored if the information is attached on the CV. Declaration must be signed.
- CLOSING DATE** : 17 March 2023 at 12 noon
- POST 08/242** : **PROFESSIONAL NURSE SPECIALTY: ADVANCED MIDWIFERY AND NEONATAL NURSING REF NO: REFS/016352**  
Directorate: Nursing Department: Mother & Child
- SALARY CENTRE REQUIREMENTS** : R400 644 per annum  
Charlotte Maxeke Johannesburg Academic Hospital  
Grade 12 or equivalent. Basic R425 qualification (Diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with SANC as Professional Nurse. Post basic Nursing Qualification of the duration of 1 year, accredited and registered with SANC in Advanced Midwifery and Neonatal nursing. Have a minimum of four (4) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.
- DUTIES** : Provision of high quality, holistic and Specialized Antenatal, Intrapartum and Postnatal care including Neonatal care within set standards and within Professional/ legal framework. Implement Obstetric priority programs, EMTCT, MBFI, ESMOE, etc. Ensure safe Pre-Operative and Post-Operative Nursing practices to prevent Maternal Mortality including adherence to Principles of Infection Prevention and Control. Promotion of professionalism and adhere to Nursing Professional Ethics. Maintain Professional and Ethical growth/ development through training and Research. Perform nursing administrative duties including Shift leading and relieving the Operational manager. Must be willing to work day and night shift.
- ENQUIRIES APPLICATIONS** : Mr G.N.B Moeng Tel No: 011 481 5584  
Applications to be submitted online only at <http://professionaljobcentre.gpg.gov.za>
- NOTE** : Attached the new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective

dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Coloured Females, Indian Males and Indian Females, White Males and White Females are encouraged to apply.

- CLOSING DATE** : 17 March 2023
- POST 08/243** : **PROFESSIONAL NURSE SPECIALTY: OPERATING THEATRE NURSING**  
**REF NO: REFS/016353**  
Directorate: Nursing Department: Operating theatres
- SALARY** : R400 644 per annum  
**CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital  
**REQUIREMENTS** : Grade 12 or equivalent. Basic R425 qualification (Diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with SANC as Professional Nurse. Post basic Nursing Qualification of the duration of 1 year, accredited and registered with SANC in Operating theatre nursing. Have a minimum of four (4) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.
- DUTIES** : Provision of high quality, holistic and patient-centered Pre-Operative, Intra-Operative and Post-Operative Nursing care. Prepare Theatre Medical Equipment and consumables according to booked Operations. Ability to laise with different units for Pre-Operative patient optimization including PreOperative visits as indicated and Post-Operative management and transfer. Adhere basic Principles of Infection Prevention and Control. Ensuring that nursing care provided is within the scope of practice of nurses and the legal framework. Ability to carry out Nursing administrative duties including shift leading and relieving the Operational manager including CSSD supervision. Maintain Professional and Ethical growth/ development through training and Research. Must be willing to work day and night shift.
- ENQUIRIES** : Mr G.N.B Moeng Tel No: 011 481 5584  
**APPLICATIONS** : Applications to be submitted online only at <http://professionaljobcentre.gpg.gov.za>
- NOTE** : Attached the new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable,



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

- CLOSING DATE** : 17 March 2023
- POST 08/244** : **PROFESSIONAL NURSE SPECIALTY: ORTHOPAEDIC NURSING REF NO: REFS/016354**  
Directorate: Nursing Department: Surgery
- SALARY CENTRE REQUIREMENTS** : R400 644 per annum  
: Charlotte Maxeke Johannesburg Academic Hospital  
: Grade 12 or equivalent. Basic R425 qualification (Diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with SANC as Professional Nurse. Post basic Nursing Qualification of the duration of 1 year, accredited and registered with SANC in Orthopaedic nursing. Have a minimum of four (4) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.
- DUTIES** : Provision of high quality, holistic and specialized nursing care within applicable legislation and related legal and ethical nursing practices. Perform clinical nursing practice and promote quality nursing care in accordance with the scope of practice and nursing standards as determined by the institution. Work as part of multidisciplinary team to ensure good nursing care. Work effectively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support of personnel to ensure proper nursing care. Provision of quality patient care through adherence to set standards, policies and procedures. To provide more complex nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Rights Charter. Act as shift leader in Unit (when necessary). Effective utilisation of resources. Participation in training and research. Maintenance of professional growth, ethical standards and self-development. Must be prepared to work in allocated area due to service demands and work shifts as per allocation; this includes night shift, weekends and public holidays.
- ENQUIRIES APPLICATIONS** : Mr G.N.B Moeng Tel No: 011 481 5584  
Applications to be submitted online only at <http://professionaljobcentre.gpg.gov.za>
- NOTE** : Attached the new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names

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

- CLOSING DATE** : 17 March 2023
- POST 08/245** : **PROFESSIONAL NURSE SPECIALTY: CRITICAL CARE NURSING REF NO: REFS/016355**  
Directorate: Nursing Department: Critical Care department
- SALARY** : R400 644 per annum
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Grade 12 or equivalent. Basic R425 qualification (Diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with SANC as Professional Nurse. Post basic Nursing Qualification of the duration of 1 year, accredited and registered with SANC in Critical Care nursing. Have a minimum of four (4) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.
- DUTIES** : Provision of high quality, holistic and specialized nursing care within applicable legislation and related legal and ethical nursing practices. Perform clinical nursing practice and promote quality nursing care in accordance with the scope of practice and nursing standards as determined by the institution. Work as part of multidisciplinary team to ensure good nursing care. Work effectively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support of personnel to ensure proper nursing care. Provision of quality patient care through adherence to set standards, policies and procedures. To provide more complex nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Rights Charter. Act as shift leader in Unit (when necessary). Effective utilisation of resources. Participation in training and research. Maintenance of professional growth, ethical standards and self-development. Must be prepared to work in allocated area due to service demands and work shifts as per allocation; this includes night shift, weekends and public holidays.
- ENQUIRIES** : Mr G.N.B Moeng Tel No: 011 481 5584
- APPLICATIONS** : Applications to be submitted online only at <http://professionaljobcentre.gpg.gov.za>
- NOTE** : Attached the new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information

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

- CLOSING DATE** : 17/03/2023
- POST 08/246** : **PROFESSIONAL NURSE SPECIALTY: TRAUMA AND EMERGENCY NURSING REF NO: REFS/016356**  
Directorate: Nursing Department: Accident & Emergency/ Critical Care and Surgery
- SALARY** : R400 644 per annum
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Grade 12 or equivalent. Basic R425 qualification (Diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with SANC as Professional Nurse. Post basic Nursing Qualification of the duration of 1 year, accredited and registered with SANC in Trauma and Emergency nursing. Have a minimum of four (4) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.
- DUTIES** : Provision of high quality, holistic and specialized nursing care within applicable legislation and related legal and ethical nursing practices. Perform clinical nursing practice and promote quality nursing care in accordance with the scope of practice and nursing standards as determined by the institution. Work as part of multidisciplinary team to ensure good nursing care. Work effectively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support of personnel to ensure proper nursing care. Provision of quality patient care through adherence to set standards, policies and procedures. To provide more complex nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Rights Charter. Act as shift leader in Unit (when necessary). Effective utilisation of resources. Participation in training and research. Maintenance of professional growth, ethical standards and self-development. Must be prepared to work in allocated area due to service demands and work shifts as per allocation; this includes night shift, weekends and public holidays.
- ENQUIRIES** : Mr G.N.B Moeng Tel No: 011 481 5584
- APPLICATIONS** : Applications to be submitted online only at <http://professionaljobcentre.gpg.gov.za>
- NOTE** : Attached the new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information

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

- CLOSING DATE** : 17 March 2023
- POST 08/247** : **PROFESSIONAL NURSE SPECIALTY: NEPHROLOGY NURSING REF NO: REFS/016357**  
Directorate: Nursing Department: Internal Medicine & Paediatrics
- SALARY** : R400 644 per annum
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Grade 12 or equivalent. Basic R425 qualification (Diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with SANC as Professional Nurse. Post basic Nursing Qualification of the duration of 1 year, accredited and registered with SANC in Nephrology nursing. Have a minimum of four (4) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.
- DUTIES** : Provision of high quality, holistic and specialized nursing care within applicable legislation and related legal and ethical nursing practices. Perform clinical nursing practice and promote quality nursing care in accordance with the scope of practice and nursing standards as determined by the institution. Work as part of multidisciplinary team to ensure good nursing care. Work effectively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support of personnel to ensure proper nursing care. Provision of quality patient care through adherence to set standards, policies and procedures. To provide more complex nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Rights Charter. Act as shift leader in Unit (when necessary). Effective utilisation of resources. Participation in training and research. Maintenance of professional growth, ethical standards and self-development. Must be prepared to work in allocated area due to service demands and work shifts as per allocation; this includes night shift, weekends and public holidays.
- ENQUIRIES** : Mr G.N.B Moeng Tel No: 011 481 5584
- APPLICATIONS** : Applications to be submitted online only at <http://professionaljobcentre.gpg.gov.za>
- NOTE** : Attached the new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity

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

- CLOSING DATE** : 17 March 2023
- POST 08/248** : **PROFESSIONAL NURSE SPECIALTY: ONCOLOGY NURSING REFS: REFS/016358**  
Directorate: Nursing Department: Internal Medicine/ Paediatric department
- SALARY CENTRE REQUIREMENTS** : R400 644 per annum  
: Charlotte Maxeke Johannesburg Academic Hospital  
: Grade 12 or equivalent. Basic R425 qualification (Diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with SANC as Professional Nurse. Post basic Nursing Qualification of the duration of 1 year, accredited and registered with SANC in Oncology nursing. Have a minimum of four (4) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.
- DUTIES** : Provision of high quality, holistic and specialized nursing care within applicable legislation and related legal and ethical nursing practices. Perform clinical nursing practice and promote quality nursing care in accordance with the scope of practice and nursing standards as determined by the institution. Work as part of multidisciplinary team to ensure good nursing care. Work effectively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support of personnel to ensure proper nursing care. Provision of quality patient care through adherence to set standards, policies and procedures. To provide more complex nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Rights Charter. Act as shift leader in Unit (when necessary). Effective utilisation of resources. Participation in training and research. Maintenance of professional growth, ethical standards and self-development. Must be prepared to work in allocated area due to service demands and work shifts as per allocation; this includes night shift, weekends and public holidays.
- ENQUIRIES APPLICATIONS** : Mr G.N.B Moeng Tel No: 011 481 5584  
: Applications to be submitted online only at <http://professionaljobcentre.gpg.gov.za>
- NOTE** : Attached the new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial

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

- CLOSING DATE** : 17 March 2023
- POST 08/249** : **PROFESSIONAL NURSE SPECIALTY: OPHTHALMOLOGY NURSING REF NO: REFS/016359**  
Directorate: Nursing Department: Surgery/ Operating Theatres
- SALARY CENTRE REQUIREMENTS** : R400 644 per annum  
: Charlotte Maxeke Johannesburg Academic Hospital  
: Grade 12 or equivalent. Basic R425 qualification (Diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with SANC as Professional Nurse. Post basic Nursing Qualification of the duration of 1 year, accredited and registered with SANC in Ophthalmology nursing. Have a minimum of four (4) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.
- DUTIES** : Provision of high quality, holistic and specialized nursing care within applicable legislation and related legal and ethical nursing practices. Perform clinical nursing practice and promote quality nursing care in accordance with the scope of practice and nursing standards as determined by the institution. Work as part of multidisciplinary team to ensure good nursing care. Work effectively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support of personnel to ensure proper nursing care. Provision of quality patient care through adherence to set standards, policies and procedures. To provide more complex nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Rights Charter. Act as shift leader in Unit (when necessary). Effective utilisation of resources. Participation in training and research. Maintenance of professional growth, ethical standards and self-development. Must be prepared to work in allocated area due to service demands and work shifts as per allocation; this includes night shift, weekends and public holidays.
- ENQUIRIES APPLICATIONS** : Mr G.N.B Moeng Tel No: 011 481 5584  
: Applications to be submitted online only at <http://professionaljobcentre.gpg.gov.za>
- NOTE** : Attached the new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted

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

- CLOSING DATE** : 17 March 2023
- POST 08/250** : **PROFESSIONAL NURSE SPECIALTY: ADVANCED PSYCHIATRIC NURSING REF NO: REFS/016360**  
Directorate: Nursing Department: Internal Medicine
- SALARY CENTRE REQUIREMENTS** : R400 644 per annum  
: Charlotte Maxeke Johannesburg Academic Hospital  
: Grade 12 or equivalent. Basic R425 qualification (Diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with SANC as Professional Nurse. Post basic Nursing Qualification of the duration of 1 year, accredited and registered with SANC in Advanced Psychiatric nursing or Child Psychiatric nursing. Have a minimum of four (4) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.
- DUTIES** : Provision of high quality, holistic and specialized nursing care within applicable legislation and related legal and ethical nursing practices. Perform clinical nursing practice and promote quality nursing care in accordance with the scope of practice and nursing standards as determined by the institution. Work as part of multidisciplinary team to ensure good nursing care. Work effectively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support of personnel to ensure proper nursing care. Provision of quality patient care through adherence to set standards, policies and procedures. To provide more complex nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Rights Charter. Act as shift leader in Unit (when necessary). Effective utilisation of resources. Participation in training and research. Maintenance of professional growth, ethical standards and self-development. Must be prepared to work in allocated area due to service demands and work shifts as per allocation; this includes night shift, weekends and public holidays.
- ENQUIRIES APPLICATIONS** : Mr G.N.B Moeng Tel No: 011 481 5584  
: Applications to be submitted online only at <http://professionaljobcentre.gpg.gov.za>
- NOTE** : Attached the new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted

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

- CLOSING DATE** : 17 March 2023
- POST 08/251** : **PROFESSIONAL NURSE SPECIALTY: CHILD NURSING/ CRITICAL CARE NURSING REFS: REFS/016361**  
Directorate: Nursing Department: Mother & Child
- SALARY CENTRE REQUIREMENTS** : R400 644 per annum  
: Charlotte Maxeke Johannesburg Academic Hospital  
: Grade 12 or equivalent. Basic R425 qualification (Diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with SANC as Professional Nurse. Post basic Nursing Qualification of the duration of 1 year, accredited and registered with SANC in Child nursing or Critical Care nursing. Have a minimum of four (4) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.
- DUTIES** : Provision of high quality, holistic and specialized nursing care within applicable legislation and related legal and ethical nursing practices. Perform clinical nursing practice and promote quality nursing care in accordance with the scope of practice and nursing standards as determined by the institution. Work as part of multidisciplinary team to ensure good nursing care. Work effectively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support of personnel to ensure proper nursing care. Provision of quality patient care through adherence to set standards, policies and procedures. To provide more complex nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Rights Charter. Act as shift leader in Unit (when necessary). Effective utilisation of resources. Participation in training and research. Maintenance of professional growth, ethical standards and self-development. Must be prepared to work in allocated area due to service demands and work shifts as per allocation; this includes night shift, weekends and public holidays.
- ENQUIRIES APPLICATIONS** : Mr G.N.B Moeng Tel No: 011 481 5584  
: Applications to be submitted online only at <http://professionaljobcentre.gpg.gov.za>
- NOTE** : Attached the new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted



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

- CLOSING DATE** : 17 March 2023
- POST 08/252** : **ASSISTANT DIRECTOR: FINANCE & SCM REF NO: TRH 08/2023**  
 Directorate: Financial Management  
 (Re-advertisement, applicants who previously applied must re-apply)
- SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : Tshwane Rehabilitation Hospital  
**REQUIREMENTS** : Degree (NQF 7) in financial Management or equivalent qualification as recognised by SAQA. A minimum of 3 years relevant experience in a financial management of which 2 years must be as a Finance Controller or equivalent in Financial Accounting within the Public Sector. Knowledge and experience in PFMA, Treasury regulations and relevant Finance and Supply Chain policies and prescripts. In-depth knowledge of basic Accounting transversal systems such as BAS, SAP, SRM, MEDSAS, etc. Computer literacy and in depth knowledge of MS Word, Excel, and PowerPoint. Must have a valid driver's licence. Competencies: Needs to be able to manage finance with effective supply chain oversight, develop, review and implement financial accounting systems procedures in with the relevant legislation, regulations, frameworks and departmental policies and procedures. Must have ability to plan, organise, implement, monitor, evaluate, analyse and execute corrective measures. Able to meet commitments and produce results as pre required timeframes. Willingness to work irregular hours when required.
- DUTIES** : Manage the hospital's budget, expenditure and all other financial areas with effective supply chain oversight. Manage the reconciliation of transversal systems and control accounts. Assist with budget planning, render advice on cost containment in relation to expenditure trends and compile expenditure reports. Monitor the policy and legislative framework to ensure there is audit compliance and cognisance is taken of new developments. Develop and maintain standard operating procedures and processes. Optimise revenue collection and effective debt management. Ensure that payment of compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Facilitate payment of service providers within the required timeframe. Provide financial administration and Accounting services (ledgers/journals, accounting and reporting (interim and annual financial statements). Provide advice and guidance to end users and relevant stakeholders on budget, revenue and expenditure procedures. Implement effective Human Resources and general administrative management within finance for optimal management of subordinates. Ensure that there is a seamless system with efficient processes to reach objectives within the timeframes required. Serve on relevant statutory committees as required. Ensure compliance with quality standards from the Office of Health Standards Compliance. Develop and implement relevant strategic and operational plans with monitoring and evaluation of finance and supply chain to achieve hospital objectives.
- ENQUIRIES** : Mr. MG Polo, Tel. No: (012) 354 – 6816  
**APPLICATIONS** : Applications must be hand delivered to Tshwane Rehabilitation Hospital Cnr Dr Savage and Soutpansberg Road, Pretoria or e-mailed to: [Godfrey.Polo@gauteng.gov.za](mailto:Godfrey.Polo@gauteng.gov.za).
- NOTE** : No faxed applications will be considered. Applicants 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](http://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 HR. 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. Males and people with disability are encouraged to apply. No applications will be considered after the 17 March 2023

**CLOSING DATE**

:

**POST 08/253**

:

**OPTOMETRIST REF NO: HRM/2023/22**

Directorate: Optometry

**SALARY**

:

R332 427 - R557 784 per annum, (OSD)

**CENTRE**

:

Mamelodi Regional Hospital

**REQUIREMENTS**

:

National Senior Certificate, Relevant degree or National diploma in Optometry that allows registration with the Health Profession council of South Africa. No experience is required after registration with the HPCSA. The candidate should have sound knowledge of Optometry principles and other related eye care services, including health promotion, health education. Should have good written and good verbal communication skills. Must be able to work under pressure when need be and be able to work in a multidisciplinary team. The individual must be service driven, client focused with good planning, organizing skills and must have good inter-personal relations.

**DUTIES**

:

Render optometry services that comply with the norms and standards of practice as according to the HPCSA. Adhere to Provincial, hospital and departmental policies, procedures and regulations. Conduct comprehensive eye examinations and visual examinations. Investigate and analyses test results and develop treatment and management plan. Apply also therapeutics procedures to correct and conserve vision. Provide health education and counselling to promote good eye health. Participate in planned eye care promotion awareness campaigns and outreaches. Capture daily data and keep records of such. Be able to write and submit monthly and quarterly work reports and maintain records thereof, especially when the Chief Optometrist is not at work. Exercise good care with all consumables and equipment at all times.

**ENQUIRIES**

:

Ms. Makgamatho NM Tel No:(012) 841 8300/8344)

**APPLICATIONS**

:

Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.

**FOR ATTENTION**

:

Mr MH Hlophe (HR Recruitment Section)

**NOTE**

:

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

**CLOSING DATE**

:

31 March 2023

**POST 08/254**

:

**OCCUPATIONAL THERAPIST REF NO: HRM/2023/23**

Directorate: Allied

**SALARY**

:

R332 427 – R557 184 per annum, (OSD Grading)

**CENTRE**

:

Mamelodi Regional Hospital

**REQUIREMENTS**

:

National Senior Certificate. Degree in occupational therapy that allows registration with the HPCSA. Appropriate clinical experience in the field of

- occupational therapy in all areas. Have completed community service. Good communication and computer skills, planning and organizational skills, ability to work in a multidisciplinary team. Additional in-depth experience in hands therapy would be an added advantage.
- DUTIES** : Rendering comprehensive occupational therapy production services in the field of adult physical, paediatric and mental health conditions, assist in the management of all resources in the allocated sub sections. Implement sectional and provincial quality assurance measures in the designated area. Participate in the formulation and review of strategies in allocated area of work. Participate in continuous professional development of self, colleagues and students; perform record keeping and data collection.
- ENQUIRIES APPLICATIONS** : Dr EB Mankge Tel No: (012) 841 8300
- Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
- FOR ATTENTION NOTE** : Ms RM Tloane (HR Recruitment Section)
- Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV ONLY. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
- CLOSING DATE** : 31 March 2023
- POST 08/255** : **OCCUPATIONAL THERAPIST-PRODUCTION LEVEL REF NO: REFS/016308 (X1 POST)**  
Directorate: Clinical Support
- SALARY CENTRE REQUIREMENTS** : R332 427 per annum, (plus benefits)  
Dr. George Mukhari Academic Hospital
- Appropriate qualification (Degree) that allows registration with the Health Professional Council of South Africa (HPCSA) as an Independent Practitioner. Current registration with HPCSA as an Occupational Therapist. Computer literacy (MS Word, MS Excel, MS PowerPoint, MS Outlook) Ability to work under pressure. Ability to interact with patients, therapist, and family /public. Ability to interact with the OT and multidisciplinary team. Good time management and communication skills.
- DUTIES** : Render an occupational therapy service in allocated area of work that complies with the standards and norms as indicated by Health Policies. Participate in administrative and quality assurance tasks according to norms. Identify and report on risks. Participate in student training. Participate in professional and generic development programs.
- ENQUIRIES APPLICATIONS** : Ms. R Best Tel No: 012 529 3509
- Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C, D and F must be fully completed and section E, and G should be ignored if the required information is attached on CV . Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy

website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

- CLOSING DATE** : 17 March 2023
- POST 08/256** : **HUMAN RESOURCE OFFICER REF NO: FERH/HRO 01-2023 (X1 POST)**  
(Re-advertisement)  
Directorate: Human Resource
- SALARY** : R269 214 - R317 127 per annum  
**CENTRE** : Far East Rand Hospital  
**REQUIREMENT** : Grade 12 plus degree/national diploma in Human Resource with three years HR experience or Grade 12 with at least five years experience in Human Resource. PERSAL certificate is essential. Valid drivers licence will be an added advantage. Skills: supervision, ability to work under pressure and good communication skills, excellent administrative skills (Planning, Organising & coordination) and sound knowledge of Public Service Act and Regulations, Public Finance Management Act, collective agreements, OSD requirements, Code of Conduct, OHS, PMDS and other relevant public service prescripts.
- DUTIES** : Supervision of staff, effective and efficient implementation of HRM Administration such as appointments, transfers, service terminations, housing allowance, salary administration management, leave administration, PMDS, Injury on Duty, PILIR, and ensure safekeeping and filing of HR related documents. Adherence to confidentiality policy, provide guidance to other sectional managers and staff regarding all HR functions. Attending meetings/workshops/forums. Writing of submission memos, report and presentations. Ensure quality assurance is adhered to in HR. Performing contracting and PMDS evaluations of subordinates. Compile appointment letters for committee panel members and to monitor committees. Apply discipline where necessary.
- ENQUIRIES** : Mr N.R Moshwani Tel No: 011 812 8395  
**APPLICATIONS** : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag x50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. The communication from the HR department of the institution regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.
- CLOSING DATE** : 17 March 2023
- POST 08/257** : **HUMAN RESOURCE OFFICER REF NO: HRM/2023/24 (X2 POSTS)**  
Directorate: Human Resource Management
- SALARY** : R269 214 - R317 127 per annum  
**CENTRE** : Mamelodi Regional Hospital

- REQUIREMENTS** : National Senior Certificate and a three-year National Diploma or Degree in Human Resources/Public Management or equivalent qualification with 3 years functional experience in Human Resources environment or National Senior Certificate with 5 years experience in Human Resources Management in a hospital environment. Knowledge of PERSAL system. Knowledge of PSA, PSR, EEA, BCEA, LRA, SDA, PFMA and other Human Resource related prescripts and policies. Ability to work under pressure. Attention to detail. Ability to interact at a strategic level and implement turn around strategies. Planning and organisational skills, time management, communication skills and leadership skills. Analytical and solution orientated. Knowledge of recruitment process, leave, PILIR and service benefits.
- DUTIES** : Generalist HR functions i.e. recruitment and selection, leave management, PILIR, service benefits. Supervision of juniors. Implementing OSD and non-OSD grade progression, salary, proper control of records. Responsible PMDS contracting and leading juniors. Give advice on procedural policy matters to supervisors, line managers and other stakeholders.
- ENQUIRIES** : Mr. M.H. Hlophe Tel No: (012) 841 8329
- APPLICATIONS** : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
- FOR ATTENTION** : Mr MH Hlophe (HR Recruitment Section).
- NOTE** : Applications must be submitted ONLY on the New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full and a CV ONLY. Only shortlisted candidates will be requested to bring certified copies of qualifications. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
- CLOSING DATE** : 31 March 2023
- POST 08/258** : **PROFESSIONAL NURSE REF NO: CCRC/PN/02/2023 (X1 POST)**  
Directorate: Nursing
- SALARY** : R268 584 per annum, plus benefits
- CENTRE** : Cullinan Care & Rehabilitation Centre
- REQUIREMENTS** : Basic Diploma/ Degree accredited with the SANC in terms of R425 that allows registration with SANC as a professional nurse with basic psychiatric qualification.
- DUTIES** : Perform clinical nursing practice in accordance with the scope of practice and nursing standard as determined by the relevant health facility. Develop and review training documents and guidelines. Demonstrate supervisory and clinical skills, including nursing operational report writing as expected. Work as part of MDT team and accommodate diverse intellectual, cultural, racial, or religious differences. Able to plan and organize own work that of support personnel to ensure proper nursing care. Promote quality of nursing care and display a concern of patient, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs. Have knowledge and understanding of Mental Health Care No 17 of 2002 to enhance and maintain working inter-professional and multi-disciplinary relationship within clinical, internal, and external stakeholders.
- ENQUIRIES** : Mr. T. L. Moloi Tel No: 012 734 7015
- APPLICATIONS** : applications should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000
- NOTE** : Application are required to submit a 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. applications for employment must be fully completed, initiated, and signed by applicant, failure to complete will lead to disqualification during the selection process. Section A, B, C, D and F must be fully completed and E and G should be ignored if the information is attached on the CV. Declaration must be signed.

- CLOSING DATE** : 7 March 2023 @ 12 noon.
- POST 08/259** : **OCCUPATIONAL THERAPIST TECHNICIAN REF NO: CCRC/01/09/2022**  
Directorate: Allied
- SALARY CENTRE REQUIREMENTS** : R220 137 per annum, (including benefits)  
: Cullinan Care & Rehabilitation Centre  
: Senior Certificate (Grade 12) or equivalent. Occupational Therapy Technician Certificate / or equivalent qualification as an Occupational Therapy Technician. Current registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapy Technician. Knowledge, Skills, Training and Competence Required. Knowledge of physical and psychiatric conditions, including Paediatrics. and therapeutic interventions thereof. Adequate knowledge and competent use of therapeutic media, equipment, crafts, and rehabilitation activities. Knowledge of ethical code and scope of practice. Good communication and group handling skills. Knowledge of wheelchairs and assistive devices. Ability to implement therapeutic programmes under supervision of the Occupational Therapist. Good interpersonal skills to work within a multi-disciplinary team. Ability to organize self, duties allocated for efficient time management. Working within a frame work of the rehabilitation team's standard operating policies, procedures and treatment guidelines so as to be accountable to the patient, the supervisor, the team, and the community.
- DUTIES** : Provide an Occupational Therapy support services as defined within the scope. Undertake individual and group treatment of Paediatrics and adults presenting with physical, psychiatric, developmental conditions. To follow prepared treatment protocols and make adaptations as needed. Receive and implement treatment plans received from the Occupational Therapist. Preparation of patient and the rehabilitation / work area for treatment. To manufacture, issue assistive devices, undertake care- giver training and management of the patient. To undertake administrative duties e.g. accurate record keeping, statistics, maintenance of stock and equipment. Undertake educational sessions with care-givers to ensure carry over of rehabilitation into the home and community. Participate in CPD activities, in-service programmes, resource development and departmental meetings. Participate in quality assurance and risk management activities.
- ENQUIRIES APPLICATIONS** : Mr. Sello Mabe Tel No: 0127347000  
: applications should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000
- NOTE** : Application are required to submit a 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. applications for employment must be fully completed, initiated, and signed by applicant, failure to complete will lead to disqualification during the selection process. Section A, B, C, D and F must be fully completed and E and G should be ignored if the information is attached on the CV. Declaration must be signed.
- CLOSING DATE** : 7 March 2023 @ 12 noon.
- POST 08/260** : **ENROLLED NURSE REF NO: CCRC/EN/02/2023**  
Directorate: Nursing
- SALARY CENTRE** : R179 172 per annum, (including benefits)  
: Cullinan Care & Rehabilitation Centre

<b><u>REQUIREMENTS</u></b>	:	Professional qualification that allows registration with the SANC as enrolled Nurse. Experience None. Competencies (knowledge/skills): Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act. Patient Rights Charter, Batho-Pele principles, National Core Standards, Public Service Regulations, Labour Relations Act. Disciplinary Code and Procedure, Grievance Procedure, etc. Basic communication skills. Basic writing skills. Ability to function as part of a team. Basic interpersonal skills. Elementary facilitation skills.
<b><u>DUTIES</u></b>	:	Development and implementation of basic patient care plans. Provide basic nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.
<b><u>ENQUIRIES</u></b>	:	Mr. T. L. Moloi Tel No: (012) 734-7215
<b><u>APPLICATIONS</u></b>	:	applications should be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000
<b><u>NOTE</u></b>	:	Application are required to submit a 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. applications for employment must be fully completed, initiated, and signed by applicant, failure to complete will lead to disqualification during the selection process. Section A, B, C, D and F must be fully completed and E and G should be ignored if the information is attached on the CV. Declaration must be signed.
<b><u>CLOSING DATE</u></b>	:	17 March 2023 @ 12 noon. Tel No: 0127347000
<b><u>POST 08/261</u></b>	:	<b><u>MEDICAL OFFICER SESSIONAL GENERAL SURGERY REF NO: HRM/2023/25</u></b> Directorate: Medical
<b><u>SALARY</u></b>	:	Grade 1: R413.00 p/h Grade 2: R472.00 p/h Grade 3: R548.00 p/h
<b><u>CENTRE</u></b>	:	Mamelodi Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate or equivalent, MBChB/MBBCh degree that allows registration with HPCSA as an independent practitioner, knowledge and experience in medical and surgical management. Good written and verbal communication skills Ability to work under pressure.
<b><u>DUTIES</u></b>	:	provision of 24 hours surgical services. Manage surgical patients in all departments requiring, eg ICU, OPD clinic. Wards in general and casualty. Participate in commuted overtime. Supervision and training of medical interns, clinical assistants and nursing staff. Ensure proper and accurate record keeping as legally and ethically required. Provision of quality cost effective services in keeping up with the Batho Pele Principles. Assist the HOD and ensure that the department is compliant to Ideal Hospitals and Lean Management principles. Perform clinical Audit.
<b><u>ENQUIRIES</u></b>	:	Dr. Mbava Tel No: (012) 841 8300
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
<b><u>FOR ATTENTION</u></b>	:	Mr. MH Hlophe Tel No: (012) 841 8331 (HR Recruitment Section)
<b><u>NOTES</u></b>	:	Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV and ONLY. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed.
<b><u>CLOSING DATE</u></b>	:	31 March 2023

<b><u>POST 08/262</u></b>	:	<b><u>SESSIONAL MEDICAL OFFICER REF NO: HRM/2023/29</u></b> Directorate: Obstetrics and Gynaecology
<b><u>SALARY</u></b>	:	Grade 1: R413.00 p/h Grade 2: R472.00 p/h Grade 3: R548.00 p/h
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mamelodi Regional Hospital MBChB Degree that allows registration with HPCSA as an independent medical practitioner. Ability to function independently and be part of a multidisciplinary team. Applicant must be solution-oriented and have good decision-making skills.
<b><u>DUTIES</u></b>	:	Render inpatient and outpatient services in the disciplines. A keen interest. Experience and courses attended in the relevant clinical fields will be an added advantage.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr. Annor VA Tel No: (012) 841 8434 Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr. MH Hlope Tel No: (012) 841 8331 (HR Recruitment Section) Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV and ONLY. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
<b><u>CLOSING DATE</u></b>	:	31 March 2023
<b><u>POST 08/263</u></b>	:	<b><u>MEDICAL OFFICER SESSIONAL REF NO: HRM/2023/26</u></b> Directorate: Anaesthesia
<b><u>SALARY</u></b>	:	Grade 1: R413.00 p/h Grade 2: R472.00 p/h Grade 3: R548.00 p/h
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mamelodi Regional Hospital National Senior Certificate, MBChB/MBBCH degree that allows Registration with the Health Professions Council South Africa (HPCSA) as a Medical Practitioner. <b>Grade 1:</b> Appropriate Qualification in the relevant discipline that allows registration as a Medical Practitioner with HPCSA. Foreign candidates require 1-year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service <b>Grade 2:</b> Appropriate Qualification in the relevant discipline that allows registration as a Medical Practitioner with HPCSA plus 5 years after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. <b>Grade 3:</b> Appropriate Qualification in the relevant discipline that allows registration as a Medical Practitioner with HPCSA plus 10 years after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. Will cover clinical skills, performance and personal development, training, supervision and support.
<b><u>DUTIES</u></b>	:	Assist with the maintenance of standards of care and implementation of quality Improvement programmes within the department. Assist with the supervision and support of medical officers, CSOs and interns in the department. (For those with requisite experience – Grade 2 & 3) Participate in the departmental academic programme Support the departmental activities for the development and training of undergraduate, post graduate and vocational students Assist and participate in research activities as defined within the department.



**ENQUIRIES** : Dr. LB Mapehsoane Tel No: (012) 841 8300

**APPLICATIONS** : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.

**FOR ATTENTION** : Mr. MH Hlophe Tel No: (012) 841 8331 (HR Recruitment Section)

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

**CLOSING DATE** : 31 March 2023

**POST 08/264** : **MEDICAL OFFICER SESSIONAL REF NO: HRM/2023/27**  
Directorate: Orthopaedic

**SALARY** : Grade 1: R413.00 p/h  
Grade 2: R472.00 p/h  
Grade 3: R548.00 p/h

**CENTRE** : Mamelodi Regional Hospital

**REQUIREMENTS** : National Senior Certificate, MBCHB OR equivalent qualification Plus MMED Orth/ FC Orth (SA) degree that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical practitioner in Orthopaedic Surgery **Grade 1:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Practitioner with HPCSA. Foreign candidates require 1-year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service **Grade 2:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Practitioner with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. **Grade 3:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service.

**DUTIES** : Outstanding clinical skills in the field of Orthopaedic surgery, preferably obtained in public service/environment Ability and practical experience to provide training for under and post graduates Develop and review clinical protocols and guidelines for Orthopaedics Management (improvement, assurance, audits, etc.) Leadership, people management, problem solving, decision making and communication skills Mentoring, coaching, facilitation, teaching and training skills General management skills: human resources, finance, operations, strategy, marketing Knowledge of relevant protocols, policies, regulations, public service legislation and guidelines Medical ethics, epidemiology, research and statistics. Will cover clinical skills, performance, training, research and supervision & support Provision of Specialist Orthopaedics services Participate in all Departmental activities: theatre, out-patient department and wards Interns, Community Service Doctors, and Medical Officers training and supervision Clinical Quality: audits, morbidity and mortality reviews, clinical guidelines, protocols, quarterly reports Play a leadership role in conducting ward rounds, problem ward rounds, ground ward rounds, multidisciplinary meetings and mortality meeting for teaching purposes Ensuring unit meetings occur regularly Patient satisfaction: satisfaction surveys, community consultation and active participation in development of services, waiting times, customization of services Systems: appropriate level of care, referral pathways, seamless and integrative service delivery systems To perform overtime duties Assist with the maintenance of standards of care and implementation of quality improvement programmes within the

		Department Assist with the administration of a component of the Orthopaedics Department.
<b><u>ENQUIRIES</u></b>	:	Dr. Nhlapho Bn Tel No: (012) 841 8300
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
<b><u>FOR ATTENTION</u></b>	:	Mr. MH Hlophe Tel No: (012) 841 8331 (HR Recruitment Section)
<b><u>NOTE</u></b>	:	Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV and ONLY. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
<b><u>CLOSING DATE</u></b>	:	31 March 2023
<b><u>POST 08/265</u></b>	:	<b><u>MEDICAL OFFICER SESSIONAL REF NO: HRM/2023/28</u></b> Directorate: Paediatrics
<b><u>SALARY</u></b>	:	Grade 1: R413.00 p/h Grade 2: R472.00 p/h Grade 3: R548.00 p/h
<b><u>CENTRE</u></b>	:	Mamelodi Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, MBChB/MBBCH degree that allows registration with the Health Professions Council South Africa (HPCSA) as a Medical Practitioner <b>Grade 1:</b> Appropriate Qualification in the relevant discipline that allows registration as a Medical Practitioner with HPCSA. Foreign candidates require 1-year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service <b>Grade 2:</b> Appropriate Qualification in the relevant discipline that allows registration as a Medical Practitioner with HPCSA plus 5 years after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. Appropriate Qualification in the relevant discipline that allows registration as a Medical Practitioner with HPCSA plus 10 years after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service.
<b><u>DUTIES</u></b>	:	Diploma in Child Health (will be an added advantage) 3 years' experience in Paediatrics Basic medical knowledge, with paediatrics, neonatology and child health focus Current health and public service legislation, regulation and policy Medical ethics, epidemiology and statistics Key Performance Areas (Will cover clinical skills, performance, training and supervision and support) Participate in the provision of 24-hour in and outpatient clinical care Assist with the maintenance of standards of care and implementation of quality Improvement programmes within the department. Assist with the supervision and support of medical officers, CSOs and interns in the department. (For those with requisite experience – Grade 2 & 3) Participate in the departmental academic programme Assist with the administration of a component of the Paediatric Support the departmental activities for the development and training of undergraduate, post graduate and vocational students Assist and participate in research activities as defined within the department.
<b><u>ENQUIRIES</u></b>	:	Dr. Mankge EB Tel No: (012) 841 8434
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
<b><u>FOR ATTENTION</u></b>	:	Mr. MH Hlophe Tel No: (012) 841 8331 (HR Recruitment Section)
<b><u>NOTE</u></b>	:	Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in

full, with CV and ONLY. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.

**CLOSING DATE** : 31 March 2023

**DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION**

**APPLICATIONS** : Central corridor address: Applications to be submitted at 115 Main Street, Mathomo Mall, Johannesburg.  
East Corridor: Applications to be submitted at Faranani Multi Purpose, Modjadji Street, Tsakane.  
Head of Office (Johannesburg): 35 Surrey House, Cnr Rissik & Fox Street, Johannesburg.  
North Corridor: 111 Swaan Street, East Lynne, Pretoria.  
South Corridor: CCMA Buliding, Cnr Kruger Avenue & Edward Street, Vereeniging.  
West Corridor: Cnr Braam & Rietief Street, Toekomsrus Stadium, Toekomsrus.15048 Conner Utlanong & Kagiso Drive (Provincial Archives)

**FOR ATTENTION** : HR: Recruitment and Selection  
**CLOSING DATE** : 17 March 2023. Application drop-off time: From 07:30 till 16: 00 Monday to Friday.

**NOTE** : Applicants can apply manually using new Z83 form accompanied by a detailed CV. Certified copies of qualifications and other supporting documents will be required from shortlisted candidates. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 01<sup>st</sup> January 2021, a new application form which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 01 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered". Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation. The Department reserves the right to withdraw posts if by doing so, the interests of the Department will be best served.

**OTHER POSTS**

**POST 08/266** : **DEPUTY DIRECTOR: HUMAN RESOURCES UTILISATION AND CAPACITY DEVELOPMENT REF NO: SACR/2023/91**  
Directorate: Human Capital Management

**SALARY** : R766 584 per annum, (all-inclusive package)  
**CENTRE** : Johannesburg (Head office)  
**REQUIREMENTS** : The successful candidate should have a Grade 12 Certificate plus National Diploma (NQF Level 6)/ Degree (NQF Level 7) in Human Resource Management/Human Resource Training/ Industrial Psychology /Organizational Development or relevant qualification. A Minimum of 3 - 5 years' relevant experience of which at least 3 years should be in supervisory level\ Assistant Director. A valid drivers' License. Knowledge: PFMA. Relevant Public Service legislations and Resolutions. Understanding of Customer Expectations. Management Information Knowledge. Database System Operation. Performance Management System. Department Annual Performance Plan. Strategic Planning. Skills: Management Capability. Project Management. People Management. Planning and Organizing. Financial Management. Client orientation and customer focus. Results orientated. Continuous improvement. Decision making. Service Delivery. Change management. Innovation. Initiative and Able to work under pressure.

**DUTIES** : Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the Sub-directorate. Compile and submit monthly and quarterly reports of the sub-directorate. Monitor the expenditure of the Sub-directorate. Ensure that Performance Management and

Development System for Levels 1 to 16 is well coordination and facilitated. Proper performance management system that is linked to the organizational performance is established. Ensure and Manage the Moderation procedures and processes in place. Ensure and manage the signing of Performance Agreements between the designated parties with the designated timeframes are well coordinate and facilitated. Non-financial reward system introduced and implemented. Managers are trained on performance management procedures and processes. All staff is trained on performance management procedures and processes. Proper performance management processes are in place. Develop HRD Policies, Manage the implementation and Review thereof. Develop HRD Processes and Procedure Manuals. Conduct (Need based Skills Audit), Needs Analysis for the department and consolidated the list for the HRD Plan and the WSP. Manage, Develop and Implement the HRD Plan and submit it to the DPSA. Manage, Develop and Implement the WSP. Ensure that the Quarterly & Annual Training Reports, as well as Expenditure and Monitoring Reports are developed and submitted to our relevant stakeholders (SETA's, DPSA, etc.). Advise employees on career development and management. Identify work related external course and make recommendation for staff to attend. Conduct Compulsory Induction Programme (CIP) and Departmental Induction Workshops for new entrants. Manage the co-ordination of all staff training. Ensure the Co-ordinating of Skills Development and Training Committee Meetings and secretariat duties. Monitor the impact of training by analysing the before and after behaviour of training. Manage the co-ordination of bursaries and ensure that it runs smoothly. Ensure that the administration of files is up to date. Verify all bursary payments. Manage the co-ordination of bursary audit. Manage the implementation and monitoring of AET programme for staff in the department. Manage the implementation and monitoring of Life Skills Programme for staff in the department. Identify possible areas of collaboration with FETC' and other relevant SETAs to offer soft skills training linked to AET. Manage the implementation of Internship and Learnership in the department. Ensure that there is a database of interns/learners and their mentors per financial year circle. Develop a Framework to guide the planning, design and evaluation of work-based learning of interns and employees. Ensure that reports are developed and submitted to DPSA and PSETA.

**ENQUIRIES**

:

Mr. Ouwen Gaveni Tel No: 011 355 2677/2861

**POST 08/267**

:

**ASSISTANT DIRECTOR: OD JOB EVALUATION IMPROVEMENT REF NO: SACR/2023/93**  
 Directorate: Human Capital Management

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

:

R393 711 per annum, (plus benefits)  
 Johannesburg (Head office)  
 The successful Candidate should have a Grade 12 certificate plus a 3-year tertiary qualification (NQF Level 6/7) in industrial Psychology, Management Services, Operations Management with a minimum of 3-5 years' relevant experience in a supervisory level. A valid driver's license. Skills: Decisive skills. Flexible and change oriented skills. Establishment Administration skills. Analytical skills. Report writing skills. Consultation skills. Communication skills. Project Management skills. People Management skills. Inter-personal skills. Numerical skills. Knowledge: Knowledge and understanding of work study systems, frameworks, and processes applicable in the public service. Knowledge of change management frameworks in the public service. Knowledge of organizational structure and establishment administration systems and processes. Knowledge of job profiling and job evaluation system, processes, and procedures applicable in the public service.

**DUTIES**

:

Manage the coordination, facilitation and implementation of Job Evaluation and Job Description: Facilitate and monitor on coordination, facilitation of the development and implementation of job descriptions. Facilitate development and review of job description guidelines and templates. Coordinate and facilitate awareness sessions and workshops regarding development, review and maintenance of Job Evaluation. Facilitate the identification and prioritisation of posts to be evaluated. Administer and coordinate the facilitation of all Job Evaluation activities. Conduct quality assurance on all JE activities. Administer the development and review of departmental job evaluation policy. Facilitate the development job evaluation database and related records. Coordinate and facilitate the implementation of organisation structure and post establishment investigations and related projects within the Department:

Facilitate all departmental organisational structure interventions. Administer pre-diagnostic sessions and compile reports and presentations Develop, consult, and ensure approval of organisational design project plans. Facilitate creation, abolishing of posts and job design processes. Administer and monitor the alignment of the organizational structure to the post establishment. Facilitate the implementation of OFA report and action plans. Facilitate the maintenance of the approved organisational structure. Coordinate the development of Business process mapping and standards operating procedures: Facilitate the Identification and prioritisation of business processes to be mapped and standard operating procedure (SOPs) to be developed within all departmental components. Facilitate the execution of business process design and optimization interventions. Facilitate the submission of sign off documents, according to agreed timelines, with the line managers. Coordinate and develop the review of business process framework and template. Facilitate workshops to develop process maps and standard operating procedures. Facilitate the business process mapping within business units to improve operational efficiency. Manage the data base on all business processes and standard operating procedures. Manage the implementation of the approved business process and standard operating procedures. Facilitate the coordination, facilitation and implementation of change management and OFA within the Department: Liaise with OOP, consultants regarding departmental change management projects Provide inputs on the development and review of the departmental and provincial change management frameworks/policies. Facilitate the coordination and facilitation of change agents training and any other development related initiative coordination and facilitation of change managements events, roadshows, and other change management awareness related workshops. Coordinate and facilitate the implementation of OFA. Facilitate the implementation of OFA report/action plans. Manage coordination, facilitation of the review of the Human Resource Delegations: Liaise with DPSA, OOP, GDSACR Management regarding the Human Resource Delegations. Facilitate and coordinate the review of Human Resource Delegations, Monitor. Ensure sign off and submission of HR Delegations in alignment with the DPSA requirements. Manage Staff: Manage Operational Plan of the Unit. Manage performance and assessments for staff. Manage absenteeism and conduct of staff. Provide units quarterly reports.

**ENQUIRIES**

: Mr. Nkhumeleni Magadze Tel No: 011 355 2677/2861

**POST 08/268**

: **ASSISTANT DIRECTOR: HUMAN RESOURCES TRAINING & DEVELOPMENT REF NO: SACR/2023/94**  
Directorate: Human Capital Management

**SALARY CENTRE REQUIREMENTS**

: R393 711 per annum, (plus benefits)  
: Johannesburg (Head office)  
: The successful candidate should have a grade 12 Certificate plus a three-year tertiary qualification, National Diploma (NQF Level 6)/ Degree (NQF Level 7) in Human Resources Management/ Human Resources Training/Psychology or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level. Skills: Analytical Thinking, Problem Solving, Decision Making, Communication and presentation skills, Interpersonal Relations and Computer Literacy. Knowledge: Administrative Skills. Understanding of relevant acts e.g SDA. Public Service Regulatory Framework.

**DUTIES**

: Consolidate training need analysis and skills Audit reports in the WSP. Manage the consolidation of training needs from PMDS for the DSACR. Manage draft training plan /schedule for long and courses. Meet with skills Development Committee & Labour and obtain approval for Ad- hoc training. Compile quarterly & annual training reports as well as expenditure and monitoring reports are submitted to PSETA, DPSA and DSACR. Implementation and monitoring of AET programme for the staff.

**ENQUIRIES**

: Mr. Nkhumeleni Magadze Tel No: 011 355 2677/2861

**POST 08/269**

: **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: SACR/2023/95**  
Directorate: Office of the Chief Financial Officer

**SALARY CENTRE**

: R393 711 per annum, (plus benefits)  
: Johannesburg (Head office)

<b><u>REQUIREMENTS</u></b>	:	The successful candidate should have a Grade 12 certificate plus National Diploma (NQF Level 6) / Degree (NQF Level 7) in Financial Accounting/Auditing/Management Accounting. A minimum of 3-5 years' experience in the relevant field required, of which 3 years must be at a supervisory level in Petty cash controls and policies, Cashbook and cash management systems, Processing of payment and basic Accounting System and SAP. Skills: Analytical skills, Problem solving, Decision making, Communication and presentation skills, Interpersonal Relations and Computer Literacy. Knowledge: Basic knowledge of GRAP and the application on basic Accounting Systems (BAS). Basic knowledge of PFMA and Treasury Regulations. Cash management and reporting. Petty cash control and policies.
<b><u>DUTIES</u></b>	:	Ensure processing of procurement and sundry payments. Assists in the preparation of financial statement. Ensure adherence and compliance to all reporting requirements, policies and PFMA. Ensure effective processing of Petty cash and cash allocation.
<b><u>ENQUIRIES</u></b>	:	Mr. Nkhumeleni Magadze Tel No: 011 355 2677/2861
<b><u>POST 08/270</u></b>	:	<b><u>ASSISTANT DIRECTOR: MONUMENTS SERVICES REF NO: SACR/2023/96</u></b> Directorate: Heritage
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R393 711 per annum, (plus benefits) Johannesburg (Head office)
<b><u>REQUIREMENTS</u></b>	:	The successful candidate should have Grade 12 certificate plus a three year tertiary qualification, National Diploma (NQF Level 6) Bachelor's Degree (NQF Level 7) in the Social Sciences/ Humanities, Diploma in History, Anthropology and Heritage studies. A minimum of 3-5 years' experience in the relevant field required, of which 3 years must be at a supervisory level. Skills: Organising, Ability to operate computer (both hardware and software), Problem solving, Conflict resolution, Project management, Policy analysis and development, Policy/objectives formulation, Budgeting, Facilitation, Research, Analytical thinking, Ability to relate different matters which have common denominators, Interpersonal relationships and Maintaining discipline. Knowledge: Basic financial procedures that must be followed during (e.g. receiving of funds) payments on behalf of the State. Financial regulations and instructions which must be followed during the normal course of work. That could include matters such as assisting in the budgeting process/compiling a small budget. Basic HR matters such as what resources are available, what training are available, following labour relations practices/guidelines. Maintaining discipline and motivating personnel. Assist in merit assessment etc. and general supervisory functions. HR Management practices, legal issues, negotiations, dealing with conflict. Assist in career planning and utilisation of personnel. How to supply training which are normally supplied in the day-to-day in-house training of subordinates. Compilation of management reports. Reporting procedures. Research/analysing. Administration procedures relating to specific working environment including norms and standards. Procurement directives and procedures. How to plan for activities and resources needed which are not of a complex nature, such as the planning and co-ordination of own work and that of subordinates. Basic knowledge required to operate a computer system including knowledge of word processing and spreadsheet packages. Detail knowledge of the operation/utilisation of specific computer packages and efficient utilisation of both hardware and software.
<b><u>DUTIES</u></b>	:	Compile and submit reports. Provide administrative support. Facilitate research on development of monument services. Ensure adherence and monitoring to policies. Reporting and record keeping of monuments.
<b><u>ENQUIRIES</u></b>	:	Mr. Nkhumeleni Magadze Tel No: 011 355 2677/2861
<b><u>POST 08/271</u></b>	:	<b><u>ASSISTANT DIRECTOR: MUSEUMS REF NO: SACR/2023/97</u></b> Directorate: Heritage
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R393 711 per annum, (plus benefits) Johannesburg (Head office)
<b><u>REQUIREMENTS</u></b>	:	The successful candidate must have grade 12 certificate plus a three-year tertiary qualification, National Diploma (NQF Level 6)/ Degree (NQF Level 7) in Social Science or Humanities. A minimum of 3-5 years' experience in the relevant field required, of which 3 years must be at a supervisory level. Skills: Organizing, Ability to operate computer (both hardware and software), Problem

solving, Conflict resolution, Project management, Policy analysis and development, Policy/objectives formulation, Budgeting, Facilitation, Research, Analytical thinking, Ability to relate different matters which have common denominators, Interpersonal relationships and Maintaining discipline. Knowledge: Basic financial procedures that must be followed during (e.g. receiving of funds) payments on behalf of the State. Financial regulations and instructions which must be followed during the normal course of work. That could include matters such as assisting in the budgeting process/compiling a small budget. Basic HR matters such as what resources are available, what training are available, following labour relations practices/guidelines. Maintaining discipline and motivating personnel. Assist in merit assessment etc. and general supervisory functions. HR Management practices, legal issues, negotiations, dealing with conflict. Assist in career planning and utilisation of personnel. How to supply training which are normally supplied in the day-to-day in-house training of sub-ordinates. Compilation of management reports. Reporting procedures. Research/analysing. Administration procedures relating to specific working environment including norms and standards. Procurement directives and procedures. How to plan for activities and resources needed which are not of a complex nature, such as the planning and co-ordination of own work and that of sub-ordinates. Basic knowledge required to operate a computer system including knowledge of word processing and spreadsheet packages. Detail knowledge of the operation/utilization of specific computer packages and efficient utilisation of both hardware and software.

**DUTIES** : Compile and submit reports. Provide administrative support. Facilitate research on development of museums. Ensure adherence and monitoring to policies. Reporting and record keeping of museums.

**ENQUIRIES** : Mr. Nkhumeleni Magadze Tel No: 011 355 2677/2861

**POST 08/272** : **ASSISTANT DIRECTOR: PARTNERSHIP AND SPONSORSHIPS REF NO: SACR/2023/98**

Directorate: Inter-governmental Relations

**SALARY** : R393 711 per annum, (plus benefits)

**CENTRE** : Johannesburg (Head office)

**REQUIREMENTS** : The successful candidate should have a grade 12 certificate plus a three-year tertiary qualification, National Diploma (NQF Level 6)/ Degree (NQF Level 7) in business management, financial management, project management. A minimum of 3-5 years' experience in relevant field of which at least 3 years should be in supervisory level. Skills: Organize, Report writing, Ability to operate computers, Interpersonal relationship, Problem solving, Project management, Budgeting, Accountability, Analytical thing, Conflict resolution, Verbal and written communication, Presentation and training, Supervision and Planning. knowledge: Records management practices, Promotion of access to information act. Public finance management Act. Public service regulations. labour relations act. Supply chain management regulations and procedures. Budgeting and budget control. Reporting writing and procedures. Departmental mandate and core programme.

**DUTIES** : Coordinate meetings with stakeholders. Assist in the implementation and monitoring strategic partnership strategy. Assist in the development and review strategic partnership strategy. Develop sponsorship rights and ensure compliance. Develop, maintain and update key account database of stakeholders.

**ENQUIRIES** : Mr. Nkhumeleni Magadze Tel No: 011 355 2677/2861

**POST 08/273** : **ASSISTANT DIRECTOR: SOCIAL COHESION REF NO: SACR/2023/99**

Directorate: Inter-governmental Relations

**SALARY** : R393 711 per annum, (plus benefits)

**CENTRE** : Johannesburg (Head office)

**REQUIREMENTS** : The successful candidate should have a Grade 12 plus a three-year tertiary qualification, National Diploma (NQF Level 6) /B Degree (NQF Level 7) in Public Relations, Public Administration or relevant qualification. A minimum of 3-5 years' experience in the relevant field of which 3 years must be at a supervisory level in public relations/ social cohesion environment. SKILLS: Interpersonal Skills, Project Management, Technical analytic skills, Negotiation Skills, Planning and organization skills, Problem solving, conflict management,

- Excellent verbal and written communication, Leadership, Computer Literacy, Report writing, Client Liaison. Public relations. Knowledge: DPSA Legislation and processes. HR prescripts including delegations. SACR mandate, vision, mission and values, SARC governance and functional structures.
- DUTIES** : Coordinate an effective social cohesion and advocacy plan. Provide inputs on the development and implementation of effective advocacy plan. Establish and maintain relationships with external stakeholders. Establish and maintain good working relations with key provincial and local government departments, municipal managers and ward councillors to secure buy-in and ownership of the Project. Coordinate and implement civic/public education and social cohesion training workshops. Provide Logistics and coordinate events supplies. Facilitate the running of national day's events and programmes.
- ENQUIRIES** : Mr. Nkhumeleni Magadze Tel No: 011 355 2677/2861
- POST 08/274** : **ASSISTANT DIRECTOR: ARRANGEMENT & DESCRIPTION REF NO: SACR/2023/100**  
Directorate: Archival Services
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum, (plus benefits)  
: Johannesburg (Head office)  
: The successful candidate should have a grade 12 certificate plus a three-year National Diploma (NQF Level 6)/ Bachelor's degree (NQF Level 7) in Archival Studies, Records Management, Information Management / Oral History. Driver's license. A minimum of 3-5 years' experience in the relevant field required, of which 3 years must be at a supervisory level. Skills: Organizing. Report Writing. Ability to Operate computers. Interpersonal relationship. Problems solving. Project management. Budgeting. Accountability. Analytical Thinking. Conflict resolution. Verbal and written communication. Presentation and Training. Supervision. Planning and Organization. Knowledge: Records Management practices. National Archives Act. Promotion of Access to Information Act. Public Finance Management Act. Public Service Regulations. Labour Relations Act. Supply Chain Management Regulations and Procedures. Budgeting and Budget control. Reporting writing and procedures. Departmental mandate and core programme.
- DUTIES** : To transfer records from offices of origin, public or private bodies to archives. Conduct the arrangement and description of all acquired archival groups. Complete finding aids in order to facilitate public access to holdings. Undertake research to identify potential sources. Preserve and conserve records. To collect research and transcribe oral history records.
- ENQUIRIES** : Mr. Nkhumeleni Magadze Tel No: 011 355 2677/2861
- POST 08/275** : **ASSISTANT DIRECTOR: BUILDING AND FACILITIES REF NO: SACR/2023/101**  
Directorate: Archival Services
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum, (plus benefits)  
: Johannesburg (Head office)  
: The successful candidate should have a grade 12 Certificate plus a three-year National Diploma (NQF Level 6) / Degree (NQF Level 7) in Facilities Management or relevant qualification. A minimum of 3-5 years relevant experience of which 3 years must be on a supervisory Level. Driver's License. Skills: Organizing. Report writing. Ability to operate computers. Interpersonal relationship. Problem solving: Project management. Budgeting. Conflict resolution. Verbal and written communication. Presentation. Training. Supervision. Planning. Knowledge: Knowledge of a wide range of work procedures and/or processes such as: OHS; building and facilities management policies and procedures. National Archives Act. Gauteng Provincial Archives Act. Promotion of Access to Information Act. Public Finance Management Act. Public Service Regulations. Labour Relations Act. Supply Chain Management Regulations and procedures. Budgeting and budget control. Reporting writing and procedures. Departmental mandate and core programme.
- DUTIES** : Ensure compliance to the Gauteng Provincial Archives and Records Services Act. Maintenance of office buildings; Maintain premises and surroundings including strong rooms and documents. Attend to minor electrical, plumbing and carpentry problems. Maintenance of office equipment and furniture. Ensure safety in the building and the premises.



- ENQUIRIES** : Mr. Nkhumeleni Magadze Tel No: 011 355 2677/2861
- POST 08/276** : **ASSISTANT DIRECTOR: RECREATION REF NO: SACR/2023/102**  
Directorate: Sport and Recreation
- SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : Johannesburg (Head office)  
**REQUIREMENTS** : The successful candidate should have a Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma (NQF Level 6)/Degree (NQF Level 7) in a Sport and Recreation related field (Recreation/Sport Management/ Administration, Community Recreation Leader, etc.). A minimum of 3-5 years' experience in the sport and recreation field of which 2-3 years must be at a supervisory level. Experience/knowledge of the Recreation and Recreation Structures are very important. An understanding of community participation. Skills: Strategic planning; Policy analysis and development; Planning and Organizing; Decision making; Project management; Communication; Computer literacy; Interpersonal relations. Driver's license is compulsory.
- DUTIES** : Develop, review and implement policies; Manage, planning, development, coordination of Provincial Recreation programmes. Monitor compliance with legislative requirements, policies and procedures and Grant-in-Aids; Monitor the promotion of Recreation in the corridors; Local and internal stakeholder liaison and engagements. Create an enabling environment for local and provincial programmes including talent identification. Stakeholder management. Support the hosting of Recreation events in the province; Produce related progress reports. Assist in the promotion of social cohesion and nation programmes in the province.
- ENQUIRIES** : Mr. Nkhumeleni Magadze Tel No: 011 355 2677/2861
- POST 08/277** : **ASSISTANT DIRECTOR: CREATIVE CLUSTER & COMMUNITIES (EASTERN CORRIDOR REGION A ART) REF NO: SACR/2023/103**  
Directorate: Creative Cluster & Communities
- SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : East Corridor  
**REQUIREMENTS** : The successful candidate should have a grade 12 certificate plus a three-year tertiary qualification, National Diploma (NQF Level 6)/degree (NQF Level 7) in Arts, Public Administration or Management. A minimum of 3-5 years' experience in the relevant field, of which 3 years must be at a supervisory level. Knowledge: A good knowledge and understanding of the principles, policies and best practice Creative Cluster & Communities. An understanding of community participation. Skills: Planning and Organizing, Problem solving, Decision making, Project Management, Communication, Computer literate, Conflict Management, Interpersonal relations, Analytical thinking.
- DUTIES** : Assist in the development and review policies and monitor the implementation thereof. Monitor compliance with legislative requirements, policies and procedures (processes). Host and retain major cultural events in the province (Region). Assist in the promotion of social cohesion, nation building and national identity in the province (Region). Assist in facilitating the planning, development, coordination of arts and culture programmes in the communities (Region).
- ENQUIRIES** : Mr. Nkhumeleni Magadze Tel No: 011 355 2677/2861
- POST 08/278** : **ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: SACR/2023/111**  
Directorate: Strategic Management
- SALARY** : R393 711 per annum, (plus benefits)  
**CENTRE** : Johannesburg (Head Office)  
**REQUIREMENTS** : The successful candidate should have a Grade 12 certificate plus a National Diploma (NQF Level 6) / Degree (NQF Level 7) in Public Management & Governance/ Administration, Social Sciences, Strategic Management or relevant qualification. A minimum of 3-5 years' experience in government planning, reporting and Monitoring and Evaluation environment. Knowledge and understanding of Framework for Strategic Plans and Annual Performance Plans, Medium-Term Strategic Framework, Framework for Managing Performance Information Treasury Regulations, PFMA, MTSF, Integrated development, and planning. Skills: problem solving, decision making, verbal

and written communication, relationship management, computer literacy, management of projects, technical, analytical, planning and organizing, conflict management, financial management and leadership, record keeping (both electronic and manual), report writing and negotiation skills.

**DUTIES** : Implement the Departmental Strategic Planning Systems Framework. Development and Coordination of Strategic Plans, Annual Performance Plans and Operational Plans. Coordinate the development and implementation of Service Delivery Improvement Plan, Charter and Standards. Integrated Planning and Reporting. Coordinate and facilitate Departmental and Chief Directorates' Strategic Planning and Budgeting Retreats and pre-retreats. Consolidation of inputs into the Estimate of Provincial Revenue Expenditure (EPRE). Consolidation of Departmental inputs into the Growing Gauteng Together (GGT) 2030 Plan of Action and Provincial Plan. Development of Departmental Sector Plans, Development and implementation of the Annual Strategic Planning Schedule. Coordinate and facilitate strategic and operational planning processes. Consolidate input into the SONA, SOPA and Budget Speeches. Review the annual performance plan as per budget adjustment process. *Analyse* organisational performance and provide strategic inputs. To undertake any other duties compatible with the nature of the post or as directed by the line manager. Communicate in the workplace and team. Responsible for corporate identity compliance. Render administrative support service. Secure and allocate resources and budget to achieve workplace objectives. Compile and submit budget estimates of the sub-directorate. Monitor the expenditure of the sub-directorate. Act as Deputy Director when required. Input into the integrated development plans of local government. Represent the department at various National and Provincial Forums.

**ENQUIRIES** : Mr. Nkhumeleni Magadze Tel No: 011 355 2677/2861

**POST 08/279** : **COMMUNICATION OFFICER: MEDIA AND STAKEHOLDER LIAISON REF NO: SACR/2023/104**

Directorate: Communication Management

**SALARY** : R269 214 per annum, (plus benefits)  
**CENTRE** : Johannesburg (Head office)  
**REQUIREMENTS** : The successful candidate should have a grade 12 certificate plus a 3 year's tertiary qualification, National Diploma (NQF level 6) or Degree (NQF level 7) in Communications, Journalism or Public Relations. A minimum of 2-3 years' experience in Communications, Journalism, or Public Relations will be an added advantage. Skills; Writing skills: Financial Management skills: Project Management Skills: Networking Skills: Computer Skills: Ability to interpret and apply policy: Analytical and innovative thinking: Negotiate: Public Speaking: Interpersonal Skills: Knowledge: Knowledge of Media Environment: Knowledge of Strategic Communication: Knowledge on Project Management. Knowledge on events co-ordination. Knowledge on financial management.

**DUTIES** : Raise awareness and profiling of departmental programmes. Assist in developing and implementing communication strategies. Promote access to departmental information. Contribute information in the production of departmental publications to internal and external sources including the website. Provide media liaison support services to the MEC. Assist in coordinating coverage of MEC's events. Deepening democracy and promoting nation building through organizing commemorative days. Assist in designing themes and key messages in line with national and provincial strategies. Compile quarterly reports. Assist in compiling quarterly reports and monthly media analysis reports. Render administrative support services. Provide support to the Assistant Directors function.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: 011 355 2677/2861

**POST 08/280** : **PERSONAL ASSISTANT TO DIRECTOR COMMUNICATIONS REF NO: SACR/2023/105**

Directorate: Communications

**SALARY** : R269 214 per annum, (plus benefits)  
**CENTRE** : Johannesburg (Head office)  
**REQUIREMENTS** : The successful candidate should have Grade 12 certificate plus a 3 year Secretarial Diploma/National Diploma (NQF Level 6) or equivalent qualifications. A minimum of a 3 Years' Experience in rendering a support service to senior management. Skills: Ability to Communicate well with People at

Different Levels and from different Backgrounds. Good Telephone Etiquette. Computer Literacy. Sound Organizational Skills. Good People skills. High level of reliability Written Communication Skills. Ability to Act with Tact and Discretion. Knowledge of the Relevant Legislation/ Policies/ Prescripts and Procedures. Basic Knowledge on Financial Administration.

**DUTIES** : Provides secretarial/Receptionist support service to the manager. Renders administrative support service. Administers matters like the leave registers and telephone accounts. Provides a clerical support service to the manager. Remains up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager. Processes the travel and subsistence claims for the unit. Processes all invoices that emanate from the activities of the work of the manager. Records basic minutes of the meetings of the manager where required. Draft routine correspondence and reports. Does filing of documents for the manager. Receives, records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments, etc. Collects all relevant documents to enable the manager to prepare for meetings.

**ENQUIRES** : Mr. Ouwen Gaveni Tel No: 011 355 2677/2861

**POST 08/281** : **PERSONAL ASSISTANT TO HEAD OF CENTRAL CORRIDOR REF NO: SACR/2023/106**  
Directorate: Central Corridor

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum, (plus benefits)  
: Johannesburg (Central Corridor)  
: The successful candidate should have Grade 12 certificate plus a 3-year Secretarial Diploma/National Diploma (NQF Level 6) or equivalent qualification. A minimum of a 3 Years' Experience in rendering a support service to senior management. Skills: Ability to Communicate well with People at Different Levels and from different Backgrounds. Good Telephone Etiquette. Computer Literacy. Sound Organizational Skills. Good People skills. High level of reliability Written Communication Skills. Ability to Act with Tact and Discretion. Knowledge of the Relevant Legislation/ Policies/ Prescripts and Procedures. Basic Knowledge on Financial Administration.

**DUTIES** : Provides secretarial/Receptionist support service to the manager. Renders administrative support service. Administers matters like the leave registers and telephone accounts. Provides a clerical support service to the manager. Remains up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager. Processes the travel and subsistence claims for the unit. Processes all invoices that emanate from the activities of the work of the manager. Records basic minutes of the meetings of the manager where required. Draft routine correspondence and reports. Does filing of documents for the manager. Receives, records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments, etc. Collects all relevant documents to enable the manager to prepare for meetings.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: 011 355 2677/2861

**POST 08/282** : **PERSONAL ASSISTANT TO DIRECTOR SUPPLY CHAIN MANAGEMENT REF NO: SACR/2023/112**  
Directorate: Supply Chain Management

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum, (plus benefits)  
: Johannesburg (Head office)  
: The successful candidate should have Grade 12 certificate plus a 3 year Secretarial Diploma/National Diploma (NQF Level 6) or equivalent qualifications. A minimum of a 3 Years' Experience in rendering a support service to senior management. Skills: Ability to Communicate well with People at Different Levels and from different Backgrounds. Good Telephone Etiquette. Computer Literacy. Sound Organizational Skills. Good People skills. High level of reliability Written Communication Skills. Ability to Act with Tact and Discretion. Knowledge of the Relevant Legislation/ Policies/ Prescripts and Procedures. Basic Knowledge on Financial Administration.

**DUTIES** : Provides secretarial/Receptionist support service to the manager. Renders administrative support service. Administers matters like the leave registers and telephone accounts. Provides a clerical support service to the manager. Remains up to date with regard to prescripts/policies and procedures

applicable to her/his work terrain to ensure efficient and effective support to the manager. Processes the travel and subsistence claims for the unit. Processes all invoices that emanate from the activities of the work of the manager. Records basic minutes of the meetings of the manager where required. Draft routine correspondence and reports. Does filing of documents for the manager. Receives, records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationary, refreshments, etc. Collects all relevant documents to enable the manager to prepare for meetings. Mr. Ouwen Gaveni Tel No: 011 355 2677/2861

**ENQUIRIES**

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**POST 08/283**

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**STATE ACCOUNTANT REF NO: SACR/2023/107 (X5 POSTS)**

Directorate: Management Accounting

**SALARY**

:

R269 214 per annum, (plus benefits)

**CENTRE**

:

North, Central, East, West and South Corridor

**REQUIREMENTS**

:

The successful candidate should have a grade 12 certificate plus an appropriate 3-year National Diploma (NQF Level 6)/B-Degree (NQF Level 7) in Financial Management/Accounting/Cost and Management Accounting. At least 1-2 years' experience in the financial/Management environment. Skills: Analytical skill. Communication and presentation skill Interpersonal relations. Computer literacy. Knowledge: Knowledge and experience of BAS and SAP systems. budgeting processes, and administrative processes.

**DUTIES**

:

Budget formulation-assist with the compilation and facilitating budget process (main budget and adjustment budget). Monitor budget implementation (actual against budget)—monitor spending. Assist to consolidate and prepare supporting documents for completion of the budgeting processes. Coordinate the process of monitoring of cash flow, revenue and expenditure and report on budget deviations (variances) Facilitate the process of budget shifts and virements. Facilitate the process of the loading of budget, adjustment budget estimates and budget shifts/ virements on the BAS System. Monitor any under/ overspending related to expenditure and report to the Programme Manager on a regular basis. Verify and ensure compliance of suppliers for payment purposes. Match invoices to valid goods received vouchers as per valid purchase order. Parking of payments on payment system within 30 days of receipt. Reconcile payment to individual creditors Accounts.

**ENQUIRIES**

:

Mr. Ouwen Gaveni Tel No: 011 355 2677/2861

**POST 08/284**

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**SUPPLY CHAIN OFFICER: PROCUREMENT REF NO: SACR/2023/108 (X5 POSTS)**

Directorate: Supply Chain Management

**SALARY**

:

R269 214 per annum, (plus benefits)

**CENTRE**

:

North, Central, East, West and South Corridor

**REQUIREMENTS**

:

The successful candidate should have a grade 12 Certificate plus an appropriate 3-year National Diploma (NQF Level 6)/B-Degree (NQF Level 7) in Purchasing/Supply Chain Management/Logistics or any Finance qualification in Supply Chain Management. A minimum of 1-2 years' experience in Supply Chain Management. Skills: Communication. Computer literacy. Analytical. Report writing. Coordination. Project Management. Problem Solving. Interpersonal. Budget and Financial management. Facilitation. Knowledge: Knowledge and understanding of legislative frame governing the Public Service. PFMA. Knowledge of the Department Constitutional mandate.

**DUTIES**

:

Monitor and ensure the capturing of requisition. Ensure that requisitions are approved properly and have the stamp for available of funds before processing. Ensure that the material number, allocation, description, quantity and delivery date are correct. Ensure that the requisitions are properly signed after capturing. Ensure that the attached motivation is approved by the relevant delegated official. Ensure that requisitions are captured within two days of receipt. Assist end-users with using of catalogue and material master. Ensure that catalogue and material master are utilized. Assist with the creation of material numbers. Facilitation of quotation from vendors. Ensure that submitted register forms are processed and closed. Expedite the registration of vendors with GDF. Expedite change with relevant required documentation. Supervise the source of quotations from suppliers. Expedite processing of purchase orders. Expediting of outstanding open orders with buyers and end users. Expediting the creation of outstanding orders buyers. Expedite saved purchase

orders and ensure that buyers finalise the purchase orders within the set timeframes. Provide support to buyers in resolving queries. Ensure and monitor finalization of queries with the Department. Register all queries in a query register daily. Ensure that queries are resolved within set timeframes. Supervision of staff. Ensure that staff performance contracts and evaluations are finalized within the set timelines, manage staff performance, manage staff leave, manage staff training and manage staff grievance.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: 011 355 2677

**POST 08/285** : **HUMAN RESOURCE OFFICER: RECRUITMENT AND SELECTION REF NO: SACR/2023/109 (X4 POSTS)**  
Directorate: Human Capital Management

**SALARY** : R269 214 per annum, (plus benefits)  
**CENTRE** : Johannesburg (Head office)  
**REQUIREMENTS** : The successful candidate should have a grade 12 Certificate plus a National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Human Resource Management or equivalent qualification. A minimum of 2-3 years relevant experience in recruitment and selection. Skills: Interpersonal skills. Project management. Technical Analytic skills. Negotiation skills. Planning and organizing skills. Problem solving. Conflict management. Excellent Verbal and written communication. Leadership. Computer Literacy. Report writing. Knowledge: DPSA Legislation and processes. HR prescripts including delegations. SCR Mandate, vision, mission and values. SACR governance and functional structures. DPSA Organization Framework.

**DUTIES** : Assist in providing monthly, quarterly, annual report. Assist in compiling the recruitment plan. Assist in compiling the recruitment operational plan. Facilitate the evaluation of jobs to be advertised in consultation with line manager. Set up JE interviews for line managers in consultation with DGF. Sit in all the JE interviews. Draft all recruitment related memorandums (including requests to advertised and create posts additional to the structure amongst others). Job descriptions. Draft adverts using generic Job Descriptions. Ensure adverts are placed in the newspapers and local internet in line with DPSA regulation. Response handling including, shortlisting in line with DPSA regulations. Design and compile interview questions. Arrange, coordinate and facilitate the interview process. Compile and submit interviews results for approval to the designated authority. Communicate decisions of interviews to applicants. Compile monthly recruitment progress report.

**ENQUIRIES** : Mr. Ouwen Gaveni Tel No: 011 355 2677/2861

**POST 08/286** : **ORGANISATIONAL DEVELOPMENT OFFICER REF NO: SACR/2023/110 (X2 POSTS)**  
Directorate: Human Capital Management

**SALARY** : R269 214 per annum, (plus benefits)  
**CENTRE** : Johannesburg (Head office)  
**REQUIREMENTS** : The successful candidate should have a Grade 12 Certificate plus National Diploma (NQF Level 6)/Degree (NQF Level 7) in Management Services/Organizational Development/Behavioral Science/Work Study/Production management and a minimum of 2 - 3 years' experience in organizational Development/work study environment. A valid drivers' License. Knowledge: Public Service, GPG and GDSACR Policies, procedures, strategy, systems, work instructions. Relevant legislation and Public Service Regulations and Broad policy. Understanding of expectations of customers. Knowledge of service level agreements (SLAs). Management information knowledge. Knowledge of Business Process Management. GPG and GDSACR policies and Procedures. Job evaluation processes and policy Guidelines. Organizational design methodology and Techniques. Change management methodologies and Techniques. Applicable and relevant legislation: (PSA, PSR, CORE, PMDS and PFMA etc.). Skills: Ability to apply OD related systems and software (Orgplus). Change management. Business Process Modelling Notations and MS Visio. Conceptualization. Strategic management. Consultation. Facilitation (including facilitating OD related technical designs and interventions). Knowledge Management. Problem solving. Analytical. Job profiling and design.

**DUTIES** : Conduct and facilitate all departmental organisational structure interventions. Facilitate pre-diagnostic sessions and compile reports and presentations.

Develop, consult and ensure approval of organisational action plans. Facilitate the creation and abolishing of posts and job design processes. Liaise with OD specialists/experts at GDF/OoP, DPSA and other provincial and national departments including external and internal stakeholders regarding organisation and design related matters. Provide advice to all managers regarding organisational design related matters. Facilitate the development and review of job description guidelines and templates. Arrange for and conduct awareness sessions and workshops regarding development, review and maintenance of JDs. Coordinate and submit signed JDs for auditing purposes. Coordinate and facilitate all implementation processes. Participate in all organisational design initiatives, workshops, forums and conferences. Maintain the approved organisational structure records and database. Identify and prioritise posts to be evaluated. Conduct departmental JE projects and liaise with GDF/OoP (project plans, submissions etc.) Coordinate and facilitate all job evaluation activities (interviews, completion of PIQs, evaluate system etc.) Coordinate arrangements for departmental JE panel meetings. Manage JE database and related records. Facilitate identification and prioritization of business processes to be mapped and SOPs to be developed within all departmental components. Develop business process action plans in liaison with processes owners. Facilitate workshops to develop process maps and SOPs. Consolidate inputs and develop process maps and SOPs utilizing Business Process Modeling and Notation (BPMN) and Microsoft Visio Software. Facilitate completion of SOPs sign off certificate. Facilitate incorporation of internal controls within SOPs and business processes. Advise on the implementation approach/plan. Ensure submission of sign-off certificates, according to agreed timelines, with line managers. Develop and review business process framework and templates. Facilitate departmental prioritization of business processes for improvement projects.

**ENQUIRIES**

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Mr. Ouwen Gaveni Tel No: 011 355 2677/2861