

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

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



- APPLICATION** : Applicants must apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)
- CLOSING DATE** : 27 March 2023
- NOTE** : Applicants must apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za) / <http://professionaljobcentre.gpg.gov.za>. Applications must be submitted on new Z83 form, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The fully completed and signed new Z83 form should be accompanied by a recently updated comprehensive CV only (only shortlisted candidates will be required to submit certified copies of qualifications). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. The Department of Community Safety reserves the right not to make an appointment and to use other recruitment processes. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Suitably qualified, dynamic, passionate, and experienced qualifying persons are invited to apply for the vacant position. The Department will not accept posted, emailed or hand delivered applications.

**MANAGEMENT ECHELON**

- POST 09/176** : **CHIEF DIRECTOR: CORPORATE MANAGEMENT SERVICE REF NO: REFS/016450**  
Chief Directorate: Corporate Management Service
- SALARY** : R1 308 051 per annum, an all-inclusive remuneration packages
- CENTRE** : Head Office (Johannesburg)
- REQUIREMENTS** : Matric plus undergraduate qualification (NQF Level 7) as recognized by SAQA. 8-10 years' relevant experience with a minimum of 5 years' experience in Senior Management Services. No criminal record or any cases pending against you. A valid code 08/10 driver's license. Knowledge and Skills: Human Resource Management policies and procedures, Government priorities, PFMA, Treasury Regulation, PSA, PSR Labour relations. Reporting procedures, Information system, SAPS Act, Regulations and Amendments, SA Constitution, Domestic Violence Act 1998, Child Care Act 1983, Criminal Procedure Act 1977, Employment Equity Act 1998, Interpreting and evaluating

information, Verbal and written communication, Organizing/ maintaining information, communicating information, Computer literacy, Problem solving and conflict management, Listening and negotiation, Tact and diplomacy, Teamwork. Discipline, Financial Management.

**DUTIES** : Manage the provision of legal advisory services, manage and facilitate the provision of information communication and Technology management services, Manage and monitor the provision of security and facilities services, Manage the provision of communications and event management services, Manage and coordinate the provision of strategic management services, Manage and monitor the provision of human resource management services, Manage resources (Human, Financial, Equipment/ Assets).

**ENQUIRIES** : Ms Makgopa Evelyn at 073 464 0234/066 156 6669 (during working hours 8h00am to 16:30pm)

**POST 09/177** : **DIRECTOR: STRATEGY MANAGEMENT REF NO: REFS/016451**  
Chief Directorate: Corporate Management Services

**SALARY** : R1 105 383 per annum, an all-inclusive remuneration packages  
**CENTRE** : Head Office (Johannesburg)  
**REQUIREMENTS** : Matric and a relevant Degree (NQF level7) in Business/ Public Management as recognized by SAQA.5 years' experience at a Middle Management level on the related field. Competencies Computer literacy. Sound organizational skill. Good people skill. High level of reliability. Written communication skill. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good grooming and presentation. Knowledge and Skills GPG and Public Service Regulations, Community Safety and other relevant legislations, understanding of the PSP and RSP, understanding of strategic planning process, policy development and corporate governance, project management, knowledge and understanding of departmental strategic priorities and programmes, planning and organizing, leadership, strategy development, knowledge management, report writing, good written and verbal communication skills, presentation and facilitation, computer literacy, decisive, professionalism, efficient and effective, business acumen, team leader, strategist, flexible/change oriented, problem solving ability, responsive, interpersonal relations, customer focus, credible and proactive.

**DUTIES** : Manage and coordinate strategic planning and provide monitoring and evaluation services, facilitate, promote and monitor transformation programmes, manage and coordinate the provisioning of operations management and Batho Pele Principles and manage resources (human, finance, equipment, assets). Collate strategic information required develop a strategy, such as previous strategy, recent policies, and mandates. Validate previous strategy contents for relevant and develop a strategy facilitation framework supported by tools. Facilitate strategy sessions and ensure documentation thereof, capturing critical elements required for legislative and governance imperatives in developing monitoring and evaluation strategy plan. Facilitate approval of strategy and planning documents. Coordination and facilitate strategic and operational planning process. Coordinate the submission and analysis of quarterly reports, annual reports, and budget vote documents. Ensure organisational performance and provide strategic inputs. Facilitate the development implementation of intervention strategies, programmes and practises to meet national and provincial targets. Facilitate the national youth services programme in the Department. Facilitate the implementation of transformation programmes pertaining to children, persons with disabilities, elderly people, and military veterans' officials in the department.

**ENQUIRIES** : Ms Makgopa Evelyn at 073 464 0234/066 156 6669 (during working hours 8h00am to 16:30pm)

#### **OTHER POSTS**

**POST 09/178** : **DEPUTY DIRECTOR: DEMAND, ACQUISITION AND CONTRACT MANAGEMENT REF NO: REFS/016452**  
Directorate: Supply Chain and Asset Management

**SALARY** : R766 584 per annum, an all-inclusive remuneration packages  
**CENTRE** : Head Office (Johannesburg)

- REQUIREMENTS** : Matric plus National Diploma/Degree in Public Administration/Logistics/Purchasing or equivalent qualification. 5 or more years working experience and 3 years of junior level in Supply Chain Management. A valid driver's license. No criminal records. Knowledge and Skills: Knowledge of GPG and Public Service policies and procedures, Knowledge of Public Service Regulation Framework, Understanding of community safety strategy, Knowledge of PFMA, Treasury Regulations, Broad Based Black Economic Empowerment Act, preferential procurement policy framework act and supply chain management, In-depth knowledge of code of conduct for supply chain management practitioner, Knowledge of BAS and LOGIC and other information management system, Customer relationship management, Interpersonal relations. Conflict management, Communication, interviewing, Negotiation, Facilitation. Presentation, Report writing, Computer literacy, driving skills.
- DUTIES** : Manage the process of request for demand and acquisition of goods and services. Manage the departmental bidding and adjudication process in line with relevant policies and standard operating procedures. Manage service level agreement (SLA's) with suppliers and service providers (contract management). Facilitate the development of request for proposal. Manage the contract register and monitor the progress of the contracts. Manage human resources. Manage financial resources.
- ENQUIRIES** : Ms Makgopa Evelyn at 073 464 0234/066 156 6669 (during working hours 8h00am to 16:30pm)
- POST 09/179** : **DEPUTY DIRECTOR OPERATIONS MANAGEMENT AND BATHO PELE REF NO: REFS/016453**  
Directorate: Strategy Management
- SALARY CENTRE REQUIREMENTS** : R766 584 per annum, an all-inclusive remuneration package  
: Head Office (Johannesburg)  
: Matric plus a bachelor's degree (NQF Level 7) as recognised by SAQA, inequivalent qualification related to the field. 2-4 years working experience in Operations Management and Batho Pele. A valid driver's license. No criminal record or cases pending against you. Knowledge and Skills: GPG and Public service regulations. Community safety and other Relevant legislations. Understanding of the PSP and RSP. Understanding of strategy planning process, policy development and corporate governance. Project management. Knowledge and understanding of departmental strategic priorities and programmes. Skills: planning and organizing. Leadership. Strategy development. Project management. Knowledge management. Report writing. Good written and verbal communication skills. Presentation and facilitation. Computer literacy.
- DUTIES** : To coordinate the planning and reporting on service delivery improvement and Batho Pele programmes. Coordinate the development and implementation of the service delivery improvement framework with coherent services standards, charter, and services delivery improvement plan. Coordinate the development, implementation and reporting of complaints and compliments policy based on the framework. citizen participation strategy and processes. Coordinate and monitor the implementation of Batho Pele initiatives. Advise on continuous business improvement processes in the Department translating government targets into department specific targets. Conduct impact assessments and report thereon. Coordinate Determine the development of the suitable operating model to deliver on the mandate and overall services delivery expectations.
- ENQUIRIES** : Ms Makgopa Evelyn at 073 464 0234/066 156 6669 (during working hours 8h00am to 16:30pm)

#### DEPARTMENT OF HEALTH

**ERRATUM:** Kindly note that the following post was advertised in Public Service Vacancy Circular 08 dated 03 March 2023, Medical Specialist Cardiothoracic Surgery (**For Dr. George Mukhari Academic Hospital**) with Ref No: Refs/016383; the post has been withdrawn.

#### OTHER POSTS

<b><u>POST 09/180</u></b>	:	<b><u>MEDICAL OFFICER REF NO: TDH2023/01</u></b> Directorate: Medical Department
<b><u>SALARY</u></b>	:	Grade 1: R858 528 – R924 876 per annum, (All-inclusive ) Grade 2: R981 639 – R1 073 355 per annum, (All-inclusive) Grade 3: R1 139 217 – R1 424 286 per annum, (All-inclusive)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Tshwane District Hospital MBCHB or equivalent Degree and currently registered with the Health Professional Council of South Africa as an independent medical practitioner. Proof of current registration with the HPCSA. At least one-year experience working in Ophthalmology. A Diploma in Ophthalmology or College of South Africa primaries in Ophthalmology and a microsurgical skills course will be an added advantage.
<b><u>DUTIES</u></b>	:	The Medical officer post is a general medical officer post in the hospital but will be responsible to work in the Ophthalmology clinic. We can request and if needed to work in any other area in the hospital if the need arises. Rendering of Clinical services in the Ophthalmology, which includes examination and managing patients in the clinic. Identify patients for surgical intervention, pre-operative preparation of patients and post-operative care. Performing and interpreting all relevant examinations in the clinic. Performing ophthalmic procedures in the clinic, and in theatre under supervision of an Ophthalmologist. Participating in all the academic programmes and clinical audit meetings of the department, including supervision and training of junior doctors. Commuted overtime is a requirement for this post. The commuted overtime will be performed in the hospital's emergency unit.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr SS Nkusi Tel No: (012) 354-7360 All applications received for the posts should be sent to Tshwane District Hospital, Private Bag X179 Pretoria, 0001 or hand delivered to Tshwane District Hospital Cnr Dr Savage Road and Steve Biko Road, Capital Park.
<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 initialled 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.
<b><u>CLOSING DATE</u></b>	:	27 March 2023
<b><u>POST 09/181</u></b>	:	<b><u>DEPUTY DIRECTOR: COMMUNICATION &amp; PUBLIC RELATIONS REF NO: REFS/016423 (X1 POST)</u></b> Directorate: Communication & Public Relations
<b><u>SALARY</u></b>	:	R766 584 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)

## **REQUIREMENTS**

: Applicants must be in possession of a Grade 12 Certificate, A recognized bachelor's Degree (NQF Level 7)/National Diploma (NQF Level 6) with 360 credits qualification in Journalism/ Media Studies/ Public Relations or Communication. Must have minimum of 10 years relevant working experience of which 5 years must be at Middle Management (Assistant Director) level. Understanding of health sector and broader public service is a key element for the position. Communications skills. A high level of creativity, as well as the ability to use data-driven insights to write material for internal and external usage. Excellent writing skills, as well as the ability to communicate effectively across all levels. Have sound analytical and problem identification and solving skills. Excellent computer literacy and use of standard office packages. An understanding of Budgeting and commitment to government objectives, policies, and programmes. Candidate must be in possession of a valid driver's license. The above should be supported by extensive experience and delivery track record. Experience in leading / managing Communications, Public Relations and Marketing in a large organization. Strategic Management and Staff Management Competencies, ability to work under pressure. The position requires a self-starter and team player. Must have Project Management skills. Must have exceptional Written and Verbal skills.

## **DUTIES**

: Responsible for supporting the Director in the management of the Communication and Public Relations Directorate. Contributing to the development of the hospital's communication and public relations business plan in line with the strategic objectives of the Department. Contribute to the development and implementation of operational communication and strategy plans both internally and externally. Liaise constantly with Central office /GDOH communication. Co-ordination of cross functional initiatives within the facility. Manage and promote special projects and campaigns in the Hospital. Contribute to the development, implementation and monitoring media and publicity plans for the Hospital. Assist with the implementation of policies, guidelines and procedures regarding internal and external communications. Develop partnerships and networks with relevant stakeholders. Assist with the development and implement monitoring and evaluation system of the effectiveness and impact of the Directorate. Overall management of the Directorate's resources (Human, Physical, Financial, etc.) including discipline.

## **ENQUIRIES**

: Ms P. Khumalo Tel No: (011) 933 0426

## **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) (only when shortlisted). 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** : 28 March 2023
- POST 09/182** : **AREA MANAGER SUB DISTRICT 5, 6 & 7 REF NO: TDHS/A/2023/26 (X1 POST)**  
Directorate: PHC Sub District 5, 6 & 7
- SALARY CENTRE REQUIREMENTS** : R642 942 per annum  
: Tshwane District Health Services  
: Basic qualification accredited with SANC in terms of Government Notice R425 (Degree or Diploma in Nursing). Seven (7) years appropriate and recognisable experience in nursing post registration as a Professional Nurse. Post basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC is an added advantage. At least 3 years of the period referred to the above must be appropriate/recognisable experience at Management Level. Other Skills/Requirements: Knowledge of the application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of Batho Pele Principles, Patients' Rights Charter and quality assurance system. Ability to communicate verbally and written. Good people management and presentations skills. Good communication (verbal and written), interpersonal, social mobilisation, networking, and financial management as well as Computer skills, report writing and presentation skills. Valid Driver's license.
- DUTIES** : Responsive and accountable stewardship of District Health Services by overseeing to it that Annual Performance targets are met by: Providing comprehensive District Health Services ranging from Nursing Services in Maternal & Child Health, in and out-patients, occupational, infection, environmental, rehabilitative, quality assurance and any associated care as may be deemed fit by relevant authority(ies). Implement Batho- Pele principles, Patients' Rights Charter. Ensure implementation of Quality Assurance determinations, including Ideal Health Facility Realization Programme and Office of the Health Standards Compliance prescripts. Monitor development, implementation, monitoring and evaluation of Quality Improvement Plans. Manage the development, Implementation and updating of relevant Standard Operating Procedures. Ensure effective and efficient management of all resources. Promote practice and compliance with ethical and professional expectations. Operate and manage relevant District Health Information Management Systems (DHIMS). Become liaison between the District and all other essential stakeholders.
- ENQUIRIES** : Dr Moshime-Shabangu at 082 452 5707 during office hours only (08h00-16h00)
- APPLICATIONS** : Documents must be submitted to First Floor Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0001. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 27 March 2023

**POST 09/183** : **CHIEF DIAGNOSTIC RADIOGRAPHER REF NO: TDH2023/02 (X1 POST)**  
 Directorate: Radiology Department

**SALARY** : R487 305 – R540 840 per annum, (plus benefits)

**CENTRE** : Tshwane District Hospital

**REQUIREMENTS** : Grade 12. Diploma/ B-Tech / B-Rad in Radiographer or appropriate qualification that allows registration with HPCSA as Diagnostic Radiographer. Minimum of three years (3) appropriate experience as a Diagnostic Radiology and 2 years of supervisory experience. Knowledge, skills, attributes and abilities, expert knowledge of specialized equipment and radiographic practice and prescripts. Knowledge of Public Service policies, acts and regulations including the PFMA, HRM policies, HOS policies, etc. knowledge of legislation pertaining to Radiography (Radiation Control and Safety). Knowledge of quality assurance procedures and methods. National Core Standards, Health and Safety and Infection Control principles. Computer literacy (Microsoft Word, Microsoft Excel, PowerPoint, etc. good leadership, negotiation, problem solving, communication and interpersonal skills, strategic planning, and organisational skills. Must have a good understanding of public hospital operational system. Good written and verbal communication skills.

**DUTIES** : Ensure provision of effective and efficient 24-hour Radiology services through adequate supervision. Provide high quality radiology services while observing safe radiation protection standards. Staff supervision and management of PMDS. Provide support, supervision, and training of junior staff. Perform administrative duties as required. Participate in Quality Assurance and Quality improvement project, National Core Standards, and quality improvement plan. Participate in institutional radiographic policy analysis, formulation, and planning for service delivery to ensure that service complies with radiation control legislation. Give information to patients and clients on Diagnostic Radiography/ Radiology. Utilize and maintain equipment professionally to ensure patient safety while adhering to Professional Radiographic prescripts. Ensure adherence to mandatory hospital and departmental policies, procedures, guidelines, and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in continuing professional development of self, colleagues, and members of the interdisciplinary team members. Comply with the Performance Management and Development System. Adhere and ensure compliance with Radiation Control Board and HPCSA legislation. Partake in a 24 hrs. service delivery. Prioritize the implementation of cost saving measures in accordance with the PFMA. Do service coverage for the department through doing after hour calls.

**ENQUIRIES** : Dr SS Nkusi Tel No: (012) 354-7361

**APPLICATIONS** : All applications received for the posts should be sent to Tshwane District Hospital, Private Bag X179, Pretoria, 0001 or hand delivered to Tshwane District Hospital Cnr Dr Savage Road and Steve Biko Road, Capital Park.

**NOTE** : 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. 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.

- CLOSING DATE** : 27 March 2023
- POST 09/184** : **EMS LECTURER PARAMEDIC REF NO: LCOEC/ACADEMIC/12/2022 (X4 POSTS)**  
Re-Advert
- SALARY CENTRE REQUIREMENTS** : Grade 3-4: R398 034- R468 870 per annum, (plus benefits)  
: Lebone College of Emergency Care  
: Grade 12 certificate or equivalent qualification. Candidate must be in position of B-TECH Degree/ Bachelor of Health Sciences in Emergency Medical Care. Candidate must be registered with the HPCSA as Emergency Care Practitioner for a minimum period of two (2) years. Current HPCSA registration. Post graduate studies and training experience will be advantageous. Excellent communication and interpersonal skills. Verbal/ written communication skills in English. Computer literacy in MS Word, Excel and Power Point is essential. A valid code C1 driver's licence with PDP.
- DUTIES** : Involvement in all aspects of Education, Training and Development on the courses at the College including but not limited to facilitation, assessment, moderation, and mentorship. Participation in the shift work during practical phases of the course and EMS operational requests. Ensure that all aspects of the course are aligned to the relevant Legislation, Regulations and Policies. Participation in the formative, summative assessments processes. Possess in-depth knowledge and understanding of the emergency medical education environment and the NECET policy. Have expert knowledge of the legislative and policy framework informing the learning and teaching. Understand different types of learning and Teaching method including online platform. Be able to manage formative, summative and continuous assessments of learners efficiently and effectively. Ensure all equipment and learning aids are aligned with HPCSA Regulations and sound Education practices. Must be willing and able to participate in research at the College. Management of all College staff involved on the course and responsible for performance management of students.
- ENQUIRIES APPLICATIONS** : Ms B Ramatsetse Tel No: 012 356 8000  
: Applications must be delivered to Lebone College of Emergency Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia or can be posted to Lebone College of Emergency Care, PO Box 26876, Gezina, 0031
- NOTE** : The institution reserves the right not to appoint. Applications must be submitted on the new form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). 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 communication from HR of the department 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. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Candidates who previously applied are requested not to re-apply.
- CLOSING DATE** : 27 March 2023
- POST 09/185** : **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 REQUIREMENTS** :
- Tshwane Rehabilitation Hospital
- 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 APPLICATIONS** :
- Mr. MG Polo Tel No: (012) 354 – 6816
- 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). No faxed applications will be considered.
- NOTE** :
- Applicants are not required to submit copies of qualifications and other relevant documents when applying but must submit fully 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 closing date.
- CLOSING DATE** :
- 27 March 2023

- POST 09/186** : **ASSISTANT DIRECTOR: HUMAN RESOURCE REF NO: CHBAH: 635 (X1 POST)**  
 Directorate: Human Resource (Service Benefits)
- SALARY** : R393 711 – R463 764 per annum (Level 09)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : An appropriate degree, diploma or equivalent qualification in Human Resources Management with the minimum of ten (10) years' experience in Human Resource of which (5) years must be in a supervisory capacity (level 7). Computer literacy (Ms Word, Ms Excel and PowerPoint). Knowledge and experience in the PERSAL System. Knowledge of the Public Service Act, Public Finance Management Act and other legislative prescripts that govern Human Resource Management. Knowledge of the Human Resource administration processes. Ability to communicate well with people at different levels and from different backgrounds. Must be a driven, customer focused individual with excellent planning, organizing (verbal and written), good interpersonal relations and presentation skills. Ability to interact at strategic level and implement turn-around strategies. Proven project management skills. Supervisory, planning and organizing skills. Must be able to work under pressure.
- DUTIES** : Manage and render effective Personnel Administration, Salary Administration and Leave administration. Management of all conditions of service practices. Manage processes regarding Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR) Give guidance, manage, and monitor safekeeping and recordkeeping of personal information. Monitor and ensure compliance of Human Resource legislative framework and prescripts. Manage and oversee the smooth running and functioning of the Conditions of Service Unit. Ensure that the units weekly, monthly, and quarterly reports are compiled and presented. Participate in the management committees and meetings. Give advice on procedural policy matters to line managers and end users. Management and supervision of staff and activities within the department. Training and motivation of staff. Administrate discipline and implement grievance procedures. Direct and management of performance to meet Batho Pele Standards of customer care in all areas within the hospital. Review performance of team players and attend to audit queries. Reporting of sectional activities and collating of statistics for management analysis. Compilation and updating of reports. Contribute to the department's planning, budgeting, and procurement processes as well as monitoring and evaluation. Comply with the Performance Management and Development System (contracting, midyear reviews and final assessment)
- ENQUIRIES** : Mr C.W Woodworth Tel No: (011) 933 0973 /0727  
**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** : 28 March 2023
- POST 09/187** : **HUMAN RESOURCE CLERK REF NO:TDHS/A/2023/27 (X5 POSTS)**  
Directorate:Support Services  
(12 Months Contract)
- SALARY** : R181 599 per annum  
**CENTRE** : Tshwane District Health Services  
**REQUIREMENTS** : enior Certificate (Grade 12 or equivalent qualification) and qualification in Human Resource Management/ Public Management. At least 1-2 years' experience in a Public service within Human Resource Management environment. Good telephone etiquette, good interpersonal skills. Capturing skills. Have a good work ethic. Advance computer skills. Computer literacy proficiency in MS Word, PowerPoint, Excel and internet. Willingness to work under pressure and meet deadlines. Ability to pay attention to detail. Ability to work with a wide range of internal and external partners. Ability to handle confidential information. Knowledge of regulations and legislative framework related to personnel administration. Knowledge and experience of the PERSAL system will be added as an advantage.
- DUTIES** : Perform administration duties such as appointment. promotions, transfers, leave management, HR information, salary and terminations. Comply with the performance management and development system (contracting, quarterly reviews and final assessment). Attend to HR related enquiries and audit queries. Ensure safe keeping of document and filling of all related documents. Record document and be organized. Reproducing and making copies. Capturing leave forms on PERSAL. Daily coordination of all related activities, participate during compilation of reports. Liaise with client and staff. Telephone communiqué. Provide administration support to the teams. Provide high quality administration support to the teams. Perform other duties as indicated by the manager.
- ENQUIRIES** : Ms Tebogo Manthosi Tel No: (012) 451 9124  
**APPLICATIONS** : pplications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 27 March 2023
- POST 09/188** : **ADMIN CLERK REF NO: PWH/ADM/01/23 (X1 POST)**
- SALARY** : R181 599 - R213 912 per annum (Level 05), (plus benefits)

**CENTRE** : Pretoria West District Hospital

**REQUIREMENTS** : Grade 12 or equivalent qualification. Computer literacy. Other Skills: Application of Batho Pele Principles in a work situation. Good communication skills (verbal and Written). Ability to work within a team and to work shifts: Skills. Knowledge of Prescripts governing Patient Admin, Registry and Records management.

**DUTIES** : Registration and admission of patients on HIS/SAP or manually. Classification of Patients according to Uniform Patients Fee Schedule (UPFS). Completion of GPF3, 4 and 5 forms. Billing and collection of money from Patients and issuing of receipts, balancing in- paying register at the end of every shift, Manual registration and Admission of patients in the GPRO1 register during down time and updating electronic downtime information When system is restored. Ensure that working material and equipment's are available. Reporting lost, damaged or dysfunctional equipment's.

**ENQUIRIES** : Mr. J Mamaila Tel No: (012) 380 1475/1295

**APPLICATIONS** : Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, and Pretoria West,0117.

**NOTE** : Applications must be submitted on a new Z83 form obtainable from any public service department website, which must be completed in full with attached CV. Only Shortlisted candidate will be required to submit certified copies of documents.

**CLOSING DATE** : 05 April 2023

**POST 09/189** : **REGISTRY/ADMIN CLERK REF NO: PWH/R-ADM/01/23 (X1 POST)**

**SALARY** : R181 599 – R213 912 per annum (Level 05), (plus benefits)

**CENTER** : Pretoria West District Hospital

**REQUIREMENTS** : Grade 12 or equivalent qualification. Computer literacy. Knowledge of Registry duties. Other Skills: Application of Batho Pele Principles in a work situation. Good Communication skills (verbal and written). Ability to work within a team. Knowledge of Prescripts governing Patient Admin, Registry and Records management. Three years' experience in hospital environment.

**DUTIES** : Handling of incoming and outgoing correspondence. Make photocopies of circulars for distribution to Different sections. Provide registry counter services, attend to clients. Render an effective filing and record Classification system. Operate office machines in relation to the registry functions. Make photocopies for sections on request. Laminate and bind documents on request. Manage registry files and issue stationery to Patient Admin Office: Registration and admission of patients on HIS/SAP or manually. Classification of Patients according to Uniform Patients Fee Schedule (UPFS). Completion of GPF3, 4 and 5 forms. Billing and collection of money from patients and issuing of receipts, balancing in- paying register at the end of every shift, Manual registration and admission of patients in the GPRO1 register during down time and updating electronic downtime information when system is back. Ensure that working material and equipment's are available. Reporting lost damaged or dysfunctional equipment's.

**ENQUIRIES** : Mr. J Mamaila Tel No: (012) 380 1475/1295

**APPLICATIONS** : Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, and Pretoria West,0117.

**NOTE** : Applications must be submitted on a new Z83 form obtainable from any public service department website, Which must be completed in full with attached CV. Only Shortlisted candidate will be required to submit certified copies of documents.

**CLOSING DATE** : 05 April 2023

**POST 09/190** : **ADMIN CLERK REF NO: PWH/R-ADC/01/23 (X1 POST)**

**SALARY** : R181 599 – R213 912 per annum (Level 05), (plus benefits)

**CENTRE** : Pretoria West District Hospital

**REQUIREMENTS** : Grade 12 or equivalent qualification. Computer literacy and a minimum of 1 year experience in data capturing and administration (Tier.Net is a compulsory requirement). Other Skills: Application of Batho Peele Principles in a work situation. Good Communication skills (verbal and written). Communication effectively with management, clinicians and other team members as well as the Data management team members. Knowledge of TB Module will be an

- added advantage. Knowledge of prescripts governing patient admin and records management.
- DUTIES** : Receive patient files from Clinicians for data capturing on Tier.Net, manual registration and admission of patients on outpatient daily register. Identify missing data, inconsistencies and errors and follow-up or report on missing data or errors. Capture confidential patient information. Compare data entered with source documents and make necessary corrections to information entered. Perform data cleaning. Communicate with clinicians and managers to update missing information on ART Clinical stationary. Perform regular data backup. File patient documents according to protocol or SOPs. Maintain and update patient's files. Maintain effective and efficient filing system and maintain confidentiality of patient's records. Distribute data and reports to relevant team members. Provide administrative support i.e Management of telephone, schedule appointments for patients. Copying, faxing, filling, archiving etc. Take ownership and accountability for tasks and demonstrates effective self-management. Maintain a positive attitude and respond openly to feedback. Take ownership for driving own career development. Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained. Good administrative skills are required together with working knowledge of Microsoft office and database packages. Compile monthly and annual reports. Compile quarterly performance graphs. Able to meet deadlines and able to work under pressure. Demonstrated data capturing speed and accuracy. Self-motivated and able to work as part of a multidisciplinary team. Ordering of office equipment's and work materials. Reporting lost damaged or dysfunctional equipment's.
- ENQUIRIES APPLICATIONS** : Ms. P Mahlangu Tel No: (012) 380 1457/9  
Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, and Pretoria West, 0117.
- NOTE** : Applications must be submitted on a new Z83 form obtainable from any public service department Website, which must be completed in full with attached CV. Only Shortlisted candidate will be required to submit certified copies of documents.
- CLOSING DATE** : 05 April 2023
- POST 09/191** : **ENROLLED NURSES REF NO: ODI/27/02/2023/01 (X4 POSTS)**  
Those who previously applied are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : Grade 1: R179 172 per annum, (plus benefits)  
: Odi District Hospital  
: Qualification that allows registration with SANC as an Enrolled Nurse. Current registration with the SANC as an Enrolled Nurse. Grade 1: 0 to 9 years appropriate/recognisable experience in nursing after registration with the SANC as an Enrolled Nurse.
- DUTIES** : Demonstrate basic understanding of Nursing legislation, related legal and ethical Nursing practices. Perform basic clinical Nursing practice in accordance with scope of practice. Display a concern for patients promoting and advocating basic care including awareness and willingness to respond to patient needs, requirements and expectations (Batho Principles).
- ENQUIRIES APPLICATIONS** : Ms Ntsie EP Tel No: 012 725 2312  
: Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag X509, Mabopane.0190.
- NOTE** : Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant 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.
- CLOSING DATE** : 31 March 2023
- POST 09/192** : **HOUSEHOLD REF NO: TDH2023/03 (X1 POST)**  
Directorate: Admin and Logistics Department
- SALARY** : R107 196 per annum (Level 02), (plus Benefits)

<b><u>CENTRE</u></b>	:	Tshwane District Hospital
<b><u>REQUIREMENTS</u></b>	:	Abet/Grade 10 or equivalent, with the hospital cleaning/ household environment experience. Good verbal communication and interpersonal skills. Be able to work in a team.
<b><u>DUTIES</u></b>	:	Ensure maintenance of general cleanliness of the wards. Serve tea, food and water to patients. To ensure proper Handling of kitchen crockery and cutlery. Packing of clean linen in the linen store inside the ward. Pack dirty linen inside linen bags and seal for collection. Sealing of boxes for medical waste. monitor linen stock levels and order when the need arises. Clean walls, windows, locker and patients' bed inside the wards. Disinfection of all surfaces according to programme and supervisor's instruction. Report defect to works department. Provide housekeeping and cleaning.
<b><u>ENQUIRIES</u></b>	:	Ms RG Letwaba Tel No: (012) 354 7802
<b><u>APPLICATIONS</u></b>	:	All applications received for the posts should be sent to Tshwane District Hospital, Private Bag X179, Pretoria, 0001 or hand delivered to Tshwane District Hospital, Cnr Dr Savage Road and Steve Biko Road, Capital Park.
<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 initialled 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.
<b><u>CLOSING DATE</u></b>	:	27 March 2023
<b><u>POST 09/193</u></b>	:	<b><u>LAUNDRY WORKER REF NO: TDH2023/04 (X1 POST)</u></b> Directorate: Admin and Logistics Department
<b><u>SALARY</u></b>	:	R107 196 per annum (Level 02), (plus benefits)
<b><u>CENTRE</u></b>	:	Tshwane District Hospital
<b><u>REQUIREMENTS</u></b>	:	Abet/ Grade 10 or equivalent, hospital environment experience will be an added advantage. Good verbal communication and interpersonal skills. Be able to work in a team.
<b><u>DUTIES</u></b>	:	Distribution and Collection of linen to wards. Sluicing of soiled and bloodied linen. Packing of dirty linen into laundry bags and loading in the truck to be sent to Masakhane for washing. Offloading and unpacking of clean linen bags from service provider. Willingness to work more hours and overtime. Perform stock take on quarterly basis. Willingness to go an extra mile when the need arises.
<b><u>ENQUIRIES</u></b>	:	Ms RG Letwaba Tel No: (012) 354 7802
<b><u>APPLICATIONS</u></b>	:	All applications received for the posts should be sent to Tshwane District Hospital, Private Bag X179, Pretoria, 0001 or hand delivered to Tshwane District Hospital, Cnr Dr Savage Road and Steve Biko Road, Capital Park.
<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 initialled 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.

- CLOSING DATE** : 27 March 2023
- POST 09/194** : **PORTER REF NO: TDH2023/05 (X1 POST)**  
Directorate: Admin and Logistics Department
- SALARY** : R107 196 per annum (Level 02), (plus benefits)
- CENTRE** : Tshwane District Hospital
- REQUIREMENTS** : Abet/ Grade 10 or Equivalent, with the hospital environment experience. Good verbal communication and interpersonal skills. Be able to work in team.
- DUTIES** : Receive corpses, record and store them in the fridge. Assist with transportation of patients within the hospital and the surrounding hospitals should the need arise. Moving corpses from wards, X-Ray, OPD, ARV to mortuary and responsible for correct completion of relevant forms. Reporting of faulty, broken wheelchairs and trolleys. To ensure that the hospital equipment used in porters' bay (wheelchairs, mini ambulance and stretchers are taken care of by cleaning and looking after them). Collecting of human tissue and transporting it for disposal. Handle all telephonic and verbal inquiries from all sections within the institution. To be helpful, friendly and willing to assist our patients, staff and public at large. To transport patients to Steve Biko along the corridor when the need arises. Willingness to go an extra mile and take instructions from supervisor. To be able to work shifts.
- ENQUIRIES** : Ms RG Letwaba Tel No: (012) 354 7802
- APPLICATIONS** : All applications received for the posts should be sent to Tshwane District Hospital, Private Bag X179, Pretoria, 0001 or hand delivered to Tshwane District Hospital, Cnr Dr Savage Road and Steve Biko Road, Capital Park
- NOTE** : 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. 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.

**CLOSING DATE** :

27 March 2023

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

**OTHER POST**

**POST 09/195** : **ASSISTANT DIRECTOR: PERFORMANCE REPORTING REF NO: SACR/2023/111**

Directorate: Strategic Management  
Re-advertisement (post were advertised Assistant Director: Strategic Planning with Ref No: SACR/2023/111)

**SALARY CENTRE REQUIREMENTS** :

R393 711 per annum, (plus benefits)  
Johannesburg  
The successful candidate should have a Grade 12 certificate plus a National Diploma (NQF 6) / Degree (NQF 7) in Business/ Public Administration, Public/ Strategic Management or relevant qualification. A minimum of 3-5 years' experience in reporting and M&E environment. A valid Driver's license will be an added advantage. Knowledge and understanding of Treasury Regulations, PFMA, MTEF Strategic Planning Guidelines and Framework for Strategic Plans and Annual Performance Plan, Integrated Performance Reporting development, M&E Framework, Reporting Standard Operating Procedures, and the Departmental Performance Information Management Policy. Skills: strict time management, problem solving, decision making, verbal and written communication, relationship management, very good computer literacy (word, excel, PowerPoint, outlook, SharePoint and OneDrive), management of projects, analytical, reporting and organizing, conflict management, financial management and leadership, record keeping (both electronic and manual), report writing and negotiation skills.

**DUTIES** :

Integrated reporting implementation through the implementation of the Standard Operating Procedures and the Departmental Performance Information Management Policy, develop appropriate and relevant reporting templates to guide departmental reporting processes, consolidate the departmental annual reporting calendar in accordance with National, Provincial and Legislative prescripts, consolidate departmental monthly, quarterly and annual programme performance reports and budget vote documents. Develop and maintain an online database to facilitate access to departmental programme performance reports, respond to queries from the Auditor General and the Gauteng Audit Services, understanding of Audit and Risk Management processes and consolidation of management reports, monitor and facilitate reporting on departmental programmes and activities against GPG POA, EPRE, sector plans linked to reports. Request, review and analyse organisational performance reports from programme / corridor managers and provide required stats. To undertake any other duties compatible with the nature of the post or as directed by the line manager, conduct information sessions with all corridors and programme managers, render administrative support services including drafting of minutes, performance contracts, training of interns. 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. Act in the post of Deputy Director Performance Reporting and promote a positive



**CLOSING DATE**

:

image of the department wherever possible by representing the department at the Batho Pele, Planning, Monitoring and Evaluation (PME) forums or any other relevant platforms.  
27 March 2023 at 16:00.