

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

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

ERRATUM: (For Tshwane Rehabilitation Hospital): Kindly note that the following post was advertised in Public Service Vacancy Circular 08 dated 03 March 2023 and Public Service Circular 09 dated 10 March 2023. Assistant Director: Finance & SCM with Ref No: TRH 08/2023; the post has been withdrawn. **(For Dr. George Mukhari Academic Hospital):** Kindly note that the following post was advertised in Public Service Vacancy Circular 14 dated 21 April 2023, Deputy Director: Clinical Support and Therapeutic Services with Ref No: Refs/016897, the requirements has been amended as follows: A minimum of three (3) year's experience after registration with HPCSA in the relevant profession. Supervisory experience will be an added advantage. The closing date is extended to 19 May 2023.

OTHER POSTS

<u>POST 15/160</u>	:	<u>MEDICAL SPECIALIST REF NO: SBAH 0025/2023 (X1 POST)</u> Directorate: Neurosurgery
<u>SALARY</u>	:	Grade 1: R1 214 805 per annum, plus benefits Grade 2: R1 386 069 per annum, plus benefits Grade 3: R1 605 330 per annum, plus benefits
<u>CENTRE REQUIREMENTS</u>	:	Steve Biko Academic Hospital Appropriate qualification that allow registration with HPCSA as a Medical Specialist in Neurosurgery. HPCSA registration as an independent Medical Specialist in Neurosurgery. Current registration with the HPCSA (2023/2024). Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure, and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team if necessary.
<u>DUTIES</u>	:	Provision of a compressive clinical service for patients at Steve Biko 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 facilitated 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 HOD. Comply with the Performance Management and Development system (contracting quarterly reviews and final assessment).
<u>ENQUIRIES APPLICATIONS</u>	:	Prof LC Padayach Tel No: 012 354 1029 Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	19 May 2023
<u>POST 15/161</u>	:	<u>MEDICAL SPECIALIST GRADE 1 REF NO: REFS/016749 (X2 POSTS)</u> Directorate: Internal Medicine (Cardiology: Joint post with the University of the Witwatersrand)
<u>SALARY</u>	:	R1 214 805 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a Cardiology Sub-Specialty. Registration with the HPCSA as a

Medical Specialist in Internal Medical. Experience in the public sector would be an advantage. This experience should be in terms of clinical service provision, teaching and research. Highly motivated and enthusiastic in order to contribute positively to the Division of Cardiology. Current registration with HPCSA. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team.

DUTIES

: Provision of a comprehensive clinical service for cardiac patients at Chris Hani Baragwanath Academic Hospital; provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of Medical Registrars and Fellows in Cardiology. 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. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other departmental policies.

**ENQUIRIES
APPLICATIONS**

: Prof Nethononda Tel No: (011) 933 8393/ 0193
: 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 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form 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

: 19 May 2023

<u>POST 15/162</u>	:	<u>MEDICAL REGISTRAR GRADE 1 REF NO: REFS/016750 (X2 POSTS)</u> Directorate: Plastics Surgery
<u>SALARY</u>	:	R906 540 per annum, (all inclusive)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	Appropriate qualifications that allow registration with HPCSA as Medical Practitioner – Plastic surgery. Current registration with the HPCSA. No experience required, have passed primary and intermediate exams will be added as an advantage. Must be post Community Service. Be South African citizen or have permanent resident. Skills/Competence/Knowledge: Ability to manage a team of junior doctors. Ability to establish excellent working relationships with anaesthetic 165 team, emergency unit nursing team, ward nursing team. Surgical skill set to manage critically ill surgery patients. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to health care users. Computer Literacy. A valid driver's license.
<u>DUTIES</u>	:	Render a full spectrum of Plastics, Hand unit and Burns unit inpatient and Outpatient services. Provide clinical guidance to designated clinic staff. Ability to lead standardization of care inspirational to the health care team. Ability to lead a team of health care professionals with integrity and respect. Commitment to organizational value`s and vision. Dedication to patient safety and quality of health care. Track record of fostering teamwork and collaboration among physicians. Excellent interpersonal skills. Perform department administrative duties and post graduate students. Initiate and participate in clinical research. Render after-hours clinical services. Participate in the training of interns, medical officers Engaging with surgical staff and management at cluster hospitals. Provision of a comprehensive clinical service for patients at Chris Hani Baragwanath Academic Hospital; Provision of undergraduate and postgraduate medical student teaching. Administrative duties. Coordinating logistics and obtaining equipment and pharmaceuticals. 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 for Plastics, Hand unit and Burns unit; Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. To assist in teaching programme of both undergraduates and postgraduates. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
<u>ENQUIRIES</u>	:	Prof Ndobe Tel No: 011 933 9267/8804
<u>APPLICATIONS</u>	:	Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at www.gautengonline.gov.za or http://professionaljobcentre.gpg.gov.za . No faxed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form 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** : 19 May 2023
- POST 15/163** : **MEDICAL OFFICER GRADE 1 REF NO: REFS/016751 (X2 POSTS)**
Directorate: Paediatrics and Child Health (POPD)
- SALARY** : R906 540 per annum, (all inclusive)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. HPCSA registration as a Medical Practitioner and must be post Community Service. Current registration with HPCSA (2023/2024). No experience required.
- 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 meetings like mortality meetings, near miss meetings 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 patients. Medical officers will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes.
- ENQUIRIES** : Professor S. Velaphi Tel No: (011) 933 8416/ 8400
- 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 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at

www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form 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 : 19 May 2023

POST 15/164 : **REGISTRAR (MEDICAL) REF NO: SBAH 0026/2023 (X1 POST)**
Directorate: Orthopaedics

SALARY : R906 540 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MBChB or equivalent. A valid registration with the HPCSA as an independent Medical Practitioner. Primaries. Experience in Orthopaedics.

DUTIES : The many diverse functions of this position encompass aspects of patient care, education, research (should participate in original basic or clinical research) and counsel during orthopaedic surgery emergencies. The service aspect includes ensuring correct orthopaedic surgical treatment of patient treatment of patients. The academic programme will include teaching under graduate students, patient case presentations, subject discussions and attendance of the postgraduate programmes. The academic and training requirements include passing primary and intermediate exams of University of Pretoria or College of Medicine South Africa.

ENQUIRIES : Prof PA Rachuene Tel No: 012 354 2851
APPLICATIONS : Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 19 May 2023

POST 15/165 : **REGISTRAR (MEDICAL) REF NO: SBAH 0027/2023 (X3 POSTS)**
Directorate: Internal Medicine

SALARY : R906 540 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : MBChB/MBBCh. Registration as a Medical Practitioner with the HPCSA. Must have completed community service. Short courses e.g ACLS, ATLS and Life

- Support strongly recommended. Must have Primaries FCP Part I. After hour duties is a necessity.
- DUTIES** : Render clinical services and show academic progression and complete research dissertation within four-year contract. Service delivery: Patient care of all in-and-out patients in the department as per rotation. Consultations from and to all departments of SBAH on Registrar level. Supervision of all rotating pre-graduate students, Interns and Junior colleagues in clinical practice. Rotation to sub-specialities and facilities accredited by the University of Pretoria.
- ENQUIRIES** : Ms. Els Tel No: 012 354 2112
- APPLICATIONS** : Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 19 May 2023
- POST 15/166** : **OPERATIONAL MANAGER NURSING SPECIALTY (PN-B3) REF NO: REFS/016752 (X2 POSTS)**
Directorate: Paediatrics
- SALARY** : R627 474 per annum, (plus service 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. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post basic qualification in the relevant specialty. The applicant should be in possession of a post basic qualification in Child Nursing Science with the minimum of one-year post qualification. A post basic qualification in Nursing Administration will be an added advantage. Competencies/ Knowledge/ Skills: Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively. Knowledge of legal prescripts that regulate nursing and health services. Ability to take charge and make appropriate independent decisions. Decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, Ideal Hospital Realization framework and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, Ward management/ ward administration planning, organizing, co-ordination and communication skills. Facilitation and presentation skills, problem solving and decision-making skills. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive.
- 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. Be allocated to work night shifts and relieve the supervisor when required. Perform as an operational manager in accordance with the scope or practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implement of the Ideal Hospital and Realization framework. Manage and monitor effective utilization and supervision of human, financial and material resources. Co-ordination and provision of effective training and research. Maintain professional growth/ethical standards and self-development. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Maintain constructive working relationships with nursing and other

		stake holders. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Participate in training, research and self-development. Management of personnel performance and review thereof.
<u>ENQUIRIES</u>	:	Mr NB Mulaudzi Tel No: (011) 933 0134/9779
<u>APPLICATIONS</u>	:	Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at www.gautengonline.gov.za or http://professionaljobcentre.gpg.gov.za . No faxed applications will be considered.
<u>NOTE</u>	:	Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form 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.
<u>CLOSING DATE</u>	:	19 May 2023
<u>POST 15/167</u>	:	<u>OPERATIONAL MANAGER SPECIALTY PSYCHIATRY NURSING SCIENCE (PNB3) REF NO: REFS/017118 (X1 POST)</u> Directorate: Nursing Division: Medicine and Psychiatric
<u>SALARY</u>	:	R627 474 per annum, (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Post basic nursing qualification with duration of one year, accredited with SANC in Psychiatric Nursing Science. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate or recognisable experience in a Psychiatric unit after obtaining the 1 year post basic qualification in Psychiatric Nursing Science. Current registration with the South African Nursing Council. Qualification in Nursing administration /management will be an added advantage. Knowledge of legal prescripts that regulate nursing and health

services. Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovate, problem solving, communication and decision-making skills. Strong leadership, conflict resolution and sound interpersonal skills are necessary. Understanding of Ideal hospital framework, PFMA, Labour relations and other relevant legislative frameworks. Prepared to do night duty and corridor supervision under the supervision of an Area Manager. Report writing skills.

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

ENQUIRIES : Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134
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 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

NOTE : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form 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 : 19 May 2023

POST 15/168 : **OPERATIONAL MANAGER NURSING (SPECIALTY UNIT): (PN-B3) REF NO: REFS/017119 (X1 POST)**
 Directorate: Nursing Services (Obstetrics & Gynaecology)

SALARY : R627 474 per annum, (plus benefits)

**CENTRE
REQUIREMENTS**

: 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. 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 Diploma in Medical and Surgical Nursing: Operating Theatre accredited by 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. Current registration with the South African Nursing Council. 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. 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 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form 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** : 19 May 2023
- POST 15/169** : **OPERATIONAL MANAGER NURSING SPECIALTY (PN-B3) REF NO: REFS/017120 (X1 POST)**
Directorate: Ophthalmology
- SALARY** : R627 474 per annum, (all-inclusive package)
- 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. A post basic qualification in Health Services Management will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty (Ophthalmology department) after obtaining the one (1) year post-basic qualification in Medical and Surgical Nursing Science: Ophthalmology/Operating Theatre Nursing Competencies/Knowledge/Skills: Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
- 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, supervisors and other health professionals and junior colleagues. Implementation of Ideal Hospital Maintenance Framework Version 2.0
- ENQUIRIES** : Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134
- 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 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form 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** : 19 May 2023
- POST 15/170** : **OPERATIONAL MANAGER NURSING GENERAL UNIT PN-A5 REF NO: REFS/017121 (X3 POSTS)**
Directorate Internal Medicine and Outpatient Department
- SALARY** : R497 193 per annum, (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and current registration. A minimum of (7) years appropriate recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A qualification in Nursing Administration will be an added advantage. Competencies: Computer literacy (Ms Word, Ms Excel). Knowledge of the public service legislations, policies, and procedures. Good written and communication skills. Supervisory, planning and organizing skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skills, operational planning and organizational skills, leadership and supervisory skills.
- DUTIES** : Supervise and ensure the provision of effective and efficient patient care. Develop unit report and analyse, co-ordinate, monitor the implementation of the nursing care plan and evaluation thereof. Provide relevant information to health care users to assist in achieving optimal health care. Maintain constructive working relationships with nursing and other stake holders (i.e. inter-professional and multidisciplinary team work). Manage and monitor utilization of resources for human, financial and physical resources. Maintain professional growth and ethical standard and development of self and subordinates through training and research. Be able to work night shifts weekends public holidays and relieve the supervisor. Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage effective utilization and supervision of human, financial and material resources. Develop operational unit plan. Implement ideal hospital framework and other protocols in line with National and Provincial strategies. Attend meetings and training as approved by manager. Management of personnel performance and review thereof.
- ENQUIRIES** : Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134
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 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at

www.gautengonline.gov.za or http://professionaljobcentre.gpg.gov.za. No faxed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form 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

: 19 May 2023

POST 15/171

: **PROFESSIONAL NURSES SPECIALTY(PN-B1) REF NO: CHBAH 643 (X1 POST)**
Directorate: Medicine & Psychiatric Nursing) Nephrology

SALARY CENTRE REQUIREMENTS

: R431 265 per annum, (plus service benefits)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 4 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES

: Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Implement and maintain the quality assurance and Ideal Hospital Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.

ENQUIRIES APPLICATIONS

: Mr NB Mulaudzi Tel No: (011) 933 0134/9779
: 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 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form 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

: 19 May 2023

POST 15/172

: **PROFESSIONAL NURSES SPECIALTY (ADVANCE PSYCHIATRIC (PN-B1) REF NO: CHBAH 644 (X4 POSTS)**

Directorate: Medicine & Psychiatric Nursing) Psychiatric

SALARY
CENTRE
REQUIREMENTS

: R431 265 per annum, (plus service benefits)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: A Basic R425 qualification (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 4 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES

: Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria, and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively. Implement and maintain the quality assurance and Ideal Hospital Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.

- ENQUIRIES** : Mr NB Mulaudzi Tel No: (011) 933 0134/9779
- 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 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).
- NOTE** : 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. 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 application form 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** : 19 May 2023
- POST 15/173** : **PROFESSIONAL NURSES SPECIALTY REF NO: CHBAH: 645 (X4 POSTS)**
Directorate Internal Medicine OPD Unit (2 Oncology Nursing) 2 Criticare
- SALARY** : R431 265 per annum, (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 4 years' appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).
- DUTIES** : Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Implement and maintain the quality assurance and Ideal Hospital

**ENQUIRIES
APPLICATIONS**

Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.

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

Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

NOTE

Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form 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

19 May 2023

POST 15/174

**PROFESSIONAL NURSE (QUALITY ASSURANCE) REF NO: REFS/016987
(4 POSTS)**

Directorate: Quality Assurance

SALARY

Grade1: R293 670 per annum, (plus benefits)
Grade 2: R358 626 per annum, (plus benefits)
Grade 3: R431 265 per annum, (plus benefits)

**CENTRE
REQUIREMENTS**

Dr George Mukhari Academic Hospital
Matric/grade 12 Certificate with basic qualification accredited with SANC in terms of Government Notice R425 (i.e., Diploma / Degree) in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (General, Psychiatric and Midwifery) Registration with the SANC as Professional Nurse and currently registered. **Grade 1:** 0-9 years- experience in nursing after registration as Professional Nurse with the SANC in General Nursing, **Grade 2:** A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and, **Grade 3:** A minimum of 20 years appropriate/ recognizable experience in nursing after registration as Professional Nurse

with the SANC in General Nursing. Experience in customer care service programs in health institution. At least 3 years of the period referred above must be appropriate / recognizable experience working in Quality Assurance unit or as a quality champion in the wards. Relevant knowledge and understanding of legislative framework applicable to Quality Assurance in the public health facility. Computer literacy in MS Office Package (MS Word, Ms. Excel, and Ms. PowerPoint). Presentation skills. The applicant must have ability to interact with diverse stakeholders, health care users and givers. Good communication skills, Report writing skills, Facilitation skills, Co-ordination skills, Problem solving skills, Good interpersonal relations. People management skills, teamwork skills, self-motivated and goal orientated. Must have ability to work under pressure and be a creative thinker.

DUTIES : Ensure effective management of Quality Assurance Services package in the health facility. Coordinate the Quality Assurance programs: Support and implement Customer care programs (Waiting times, PEC, Customer care training & implementation of Batho Pele Principle). Assist with the facilitation of the implementation of NCS (RNS) & 6 Ministerial priorities including IHRM. Coordinates the development and implementation of QIPs, Implement complaint management system, Management of the Patient Safety Incidents. Participate in the clinical audit and clinical risk management. Conduct trainings of employees on Quality Assurance matters. Compile and submit reports on due time. Communicate with all stakeholders, external and internal customers about Quality Assurance matters. Perform any other duties delegated by the supervisor.

ENQUIRIES : Mrs. BS Moruapheko Tel No: (012) 529 3409
APPLICATIONS : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

NOTE : 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. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialed, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. 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 : 19 May 2023

POST 15/175 : **CLIENT LIAISON OFFICER: CUSTOMER CARE SERVICE (QUALITY ASSURANCE) REF NO: REFS/017001 (X2 POSTS)**
 Directorate: Quality Assurance

SALARY : R294 321 per annum, (plus benefits)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : Grade 12/ equivalent qualification. Diploma/ Degree or equivalent to NQF 6 Business Management/ Administration/ Public Relations/ Office Admin in an accredited higher education institution will be an added advantage. A minimum

of 3 years appropriate and recognizable experience in customer care service environment. 2 years of the period referred above must be appropriate experience in Quality Assurance. Extensive knowledge in customer care service programs. Knowledge and understanding of legislative framework applicable to practice in public health facility. Computer literacy in MS Office Package (MS Word, MS Excel, and MS PowerPoint). Presentation skills. The applicant must have ability to interact with diverse stakeholders, health care users and givers. Good communication skills, Report writing skills, Facilitation skills, Problem solving skills, Good interpersonal relations, ability to work under pressure.

DUTIES : Conduct Regulated Norms and Standards and Ideal Hospital self-assessments. Facilitate the development of QIPs and implementation thereof. Implement customer care programs, i.e., PEC, DPOS, monitoring of patients waiting time, Compile and analyze Monthly & Quarterly reports of the programs and submit reports on due time. Assist with the management of complaints and patient safety incidents. Manage staff development and performance (PMDS). Manage material and human resources appropriately. Facilitate training of employees on Quality Assurance matters. Communicate with all stakeholders (external and internal customers) about quality assurance programs. Perform any other duties delegated by the supervisor.

ENQUIRIES : Mrs. BS Moruapheko Tel No: (012) 529 3409
APPLICATIONS : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.

NOTE : 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. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialed, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. 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 : 19 May 2023

POST 15/176 : **COMPUTER TECHNOLOGIST TECHNICIAN REF NO: REFS/017013 (X1 POST)**
 Directorate: Information Communication and technology

SALARY : R294 321 per annum, (plus benefits)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : Grade 12 certificate plus certified certificate in (A+ or N+) with a minimum of 5 years' experience in Information Communication and Technology desktop or network support. A relevant tertiary ICT National Diploma or equivalent qualification with a minimum of 2 years' experience in Information Communication and Technology desktop or network support. Experience in troubleshooting ICT equipment including basic network troubleshooting. Ability to communicate well with people at different levels and from diversified

backgrounds. Sound verbal and written communication skills. Sound knowledge of windows platform. Sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Basic skills on report writing. Ability to work under pressure and to take initiative and work independently and in a team. Knowledge of public service legislation, policies and procedure. Valid and unendorsed Code Drivers' License.

DUTIES : Installing, servicing, testing, repairing and maintaining ICT equipment. Ability to provide first line support and escalate where necessary. Attend to logged calls and ensure that calls are attended to timeously, provide report. Trace and resolve faults. Provide first line telephone infrastructure support. Ensure 24/7 365 days' support including be on Standby and provide support after hours and weekends. Maintain and configure hardware and software and ensure effective information security. Attend to enquiries in professional manner and give guidance and advice. Adhere to timelines. Be willing to undergo continuous training and development programmes. Attend trainings as approved by the supervisor.

ENQUIRIES : Mr. L Makhubela Tel No: (012) 529 3582
APPLICATIONS : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

NOTE : 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. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialed, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. 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 : 19 May 2023

POST 15/177 : **SUPPLY CHAIN MANAGEMENT PRACTITIONER (BIDS) REF NO: REFS/016964 (X1 POST)**
Directorate: Supply Chain Management

SALARY : R294 321 per annum, (plus benefits)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate or equivalent. National Diploma / Degree in Purchasing Management / Supply Chain Management (SCM) / Public Administration (Management) / Logistics / Business Management (Administration) will be an added advantage. Minimum of 3 years' experience working in Demand and Acquisition Management environment. Job related knowledge: Public Finance Management Act (PFMA). Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA) and its associated regulations. Departmental SCM procedures and policy. Job related skills: Computer literacy. Interpersonal skills.

- Administration skills. Communication skills (verbal and written). Supervisory skills. Teamwork. Working under pressure. A valid driver's license will be an advantage.
- DUTIES** :
- : Implement standard operating procedures, SCM policy and delegations of authority in bids unit. Adhere to the SCM prescripts for all bidding processed. Render advisory and secretariat services to appointed specification and bid evaluation committee meetings. Render bids administration. Render advisory and secretariat services to appointed specification and bid evaluation committee meetings. Prepare bid documents. Partake and ensure adherence to SCM prescripts during specification meetings. Arrange and attend briefing sessions. Close and open tenders. Conduct compliance check on bid proposals received. Arrange and attend evaluation sessions. Prepare bid evaluation reports. Present bid evaluation reports to the Bid Adjudication Committee (BAC). Prepare management information, statistics and reporting on bids. Provide weekly reports on progress of projects. Update bid registers. Undertake all administration functions required with regard to financial and human resource administration. Supervise staff. Ensure that the unit's procurement is undertaken in line with the Demand Management Plan.
- ENQUIRIES APPLICATIONS** :
- : Mr. L.H Thandavhathu Tel No: (012) 529 -3629
 - : 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. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialed, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. 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** :
- : 19 May 2023
- POST 15/178** :
- : **CHIEF SECURITY OFFICER REF NO: CHBAH 646 (X1 POST)**
Directorate: Security
- SALARY CENTRE REQUIREMENTS** :
- : R294 321 per annum (Level 07), (plus benefits)
 - : Chris Hani Baragwanath Academic Hospital (CHBAH)
 - : A Grade 12. A Diploma in Security Risk Management. A PSIRA Grade B registration certificate. Must be PSIRA registered. Driver's licence, three (3) year supervisory experience in the security environment. Knowledge of the Control of Access to Public Premises and Vehicles Act, PSIRA Act, Criminal Procedure Act, Fire-arms Control Act, Trespass Act, Minimum Information Security Standard (MISS), Minimum Physical Security Standard (MPSS), Ideal Hospital and Clinics Framework. Report writing. Interpersonal skills. Computer skills, Ability to deal or manage security related emergencies. Managerial skills. Ability to deal or manage patients and the public. Ability to communicate well with people at different levels and from different backgrounds. High level of

reliability. Ability to handle confidential information. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Must be able to work under pressure, take initiative, work independently and with a team. Ability to organize, lead and plan. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Must be prepared to work shifts which includes, fixed, after hours, weekends and public holidays. Should not have a criminal record.

DUTIES

: To lead a team of security personnel. Conduct security posting and parades. Conduct security threats and risk assessments in his/her area of responsibility. Reporting of security breaches internally and to the South African Police Service. Ensure the safety of State property, employees, visitors and patients in the hospital on a 24 hour bases. Conduct site inspections. Conduct administrative functions. Maintain and issue security equipment. Where required, conduct security escorting of patients, staff members and medicine to various institutions. Searching of missing patients in various locations and provision of reports. Compilation of statements and testify in court. Assist in the management of queues and traffic control. Assist with the management of riots and strikes. Give security or work instructions. Manage the clamping of incorrectly parked vehicles. Comply with Security dress code at all times. Enforcement of security policies and procedures. Adhere to timelines. Perform other duties as allocated by the supervisor. Comply with the duty roster. Be willing to undergo continuous training and development programs. Attend meetings as approved by supervisor. Conduct the Performance Management and Development System of subordinates (Contracting, quarterly reviews and final assessment).

ENQUIRIES

: Mr L.J. Mnisi Tel No: (011) 933-9549

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 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form 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** : 19 May 2023
- POST 15/179** : **FINANCIAL CLERK REF NO: CHBAH 646 (X1 POST)**
Directorate: Finance
- SALARY** : R202 233 per annum (Level 05), (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Matric (Grade 12) Certificate or equivalent. Knowledge of Revenue management and accounting as a subject will be Added as an advantage. Computer literacy (Ms Word and Excel). Good Interpersonal Skills. Ability to work under pressure. Understanding of Batho Pele Principles.
- DUTIES** : The successful candidate will be responsible for Debt- Management, Write Offs, Adjustments, Payment allocation, Billing of subsidised and externally funded patients. Knowledge of how to handle state funds. Perform any other reasonable tasks.
- ENQUIRIES** : Ms D. Hlongwane / Mr M. Ramaru Tel No: 011 933 0724
- 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 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form 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** : 19 May 2023

POST 15/180 : **SECRETARY REF NO: CHBAH 647**
 Directorate: Nursing

SALARY : R202 233 per annum (Level 05), plus benefits
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Grade 12 and Computer literacy (Ms Office). Secretarial experience will be added as an advantage. Knowledge/skills/competency: ability to communicate well with people at different levels from different backgrounds. Sound organizational skills. High level of reliability, Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Minute-taking and document management skills. Must have office administration competency. Basic knowledge on financial administration. Ability to work under pressure and to take initiative and work independently.

DUTIES : Screen, transfer calls and handle telephonic as well as other enquiries from internal and external clients. Ensure the effective flow of information and documents to and from the responsible office. Provide administrative support in the office of the Director. Ensure safekeeping of all documentation in the office. Draft documents as required. Compile type and distribute correspondence, reports and documents. Administer the in and out flow of correspondence. Administer the filing system, typing of correspondence, agendas, reports, submissions, memos and letters. Coordinate and manage meetings and workshops. Assist with various administrative and secretarial duties as assigned by the Director. Take minutes of meetings. Attend meeting and training as approved by supervisor. Maintenance of a user-friendly office. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES : Mr NB Mulaudzi Tel No: (011) 933 0134/9779
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 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.

NOTE : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form 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** : 19 May 2023
- POST 15/181** : **STORES ASSISTANT REF NO: CHBAH 648 (X1 POST)**
Directorate: Pharmacy
- SALARY** : R125 373 per annum (Level 02), (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Grade 10 or Standard 8 or ABET certificate level 4. Competencies/knowledge/skills Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated and able to work independently. Ability to handle tasks of multidisciplinary nature and rotate to various areas in the pharmacy. Knowledge of the Batho Pele Principles and Knowledge of Labour Relations processes.
- DUTIES** : Collection of Pharmacy call-in orders from the Medical Supplies Depot. Collecting medicines loaned from other health care institutions in the province. Delivery of large quantities of vacu-litres stock from the pharmacy to the various wards. Delivering of bulk medicines from the main pharmacy to the satellite pharmacies and wards on the hospital premises. Receiving of multiple pallets of vacu-litres from various suppliers and the storage thereof at appropriate storage places in the pharmacy. Delivery and collection of pharmacy stock to and from the various satellites on the hospital premises as requested by the supervisor. Collecting and delivery of pharmacy documents to and from the Auckland Park medical supplies depot on a weekly basis or when requested by the supervisor. Carrying out any other general delivery functions as instructed by the pharmacy supervisor. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment.
- ENQUIRIES** : Ms. S Mampeule Tel No: (011) 933 8529
- 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 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form 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** : 19 May 2023
- POST 15/182** : **ORTHOPAEDIC AND PROSTHETIC ASSISTANT GRADE 1 REF NO: SBAH 0028/2023 (X1 POST)**
Directorate: Orthotics and Prosthetics
- SALARY** : R196 536 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Matric Grade 12. Registered at HPCSA as Assistant Medical Orthotist and Prosthetist.
- DUTIES** : Consult and assist the Medical Orthotist and Prosthetist regarding type of orthotist required manufacturing part of Orthosis and Prosthesis which requires leather work, laminating, shoe alterations or plastic moulding.
- ENQUIRIES** : Mr. Du Toit Tel No: 012 354 6016
APPLICATIONS : Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : Applications must be submitted with a Z83 form with relevant attachments. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 19 May 2023
- POST 15/183** : **PORTER REF NO: TDH2023/06 (X2 POSTS)**
Directorate: Admin and Logistics Department
- SALARY** : R125 373 per annum, (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. 129 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 : 19 May 2023

OFFICE OF THE PREMIER

APPLICATIONS : should be sent through www.gautengonline.gov.za, and Email to RecruitmentHoD.Premier@gauteng.gov.za quoting the relevant reference number to Human Resources Administration. No late applications will be considered.

CLOSING DATE : 19 May 2023

NOTE : Applicants should please note the following: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be required to enter into an employment contract with the Premier of Gauteng and conclude an annual performance agreement with the Member of the Executive Council within three (3) months upon commencement of duty. The successful candidate will be appointed on 12 calendar months probation. The appointment of the successful candidate is subject to the issuing of a positive security clearance at the level of Top Secret by the State Security Agency. The incumbent will be required to disclose her/his financial interest in accordance with the prescribed regulations. Qualifications will be verified (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). NB. Requirement for all senior management positions: Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the 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/training-course/sms-pre-entry-programme>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Qualifying applicants should submit their applications on the, New Application Form (Z83), found on www.dpsa.gov.za, 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 sign this form may lead to disqualification of the application during the selection process. The Z83 should be accompanied by a comprehensive CV (with detailed current and previous work experience including dates). The communication from the HR of the Department regarding the requirements of the certified qualifications, ID, Drivers licence etc. will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the 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. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The Gauteng Office of the Premier reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 15/184** : **HEAD OF DEPARTMENT (HOD): GAUTENG DEPARTMENT SPORT, ARTS, CULTURE AND RECREATION REF NO: REFS/011844**
(3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)
- SALARY** : R1 590 747 – R1 791 978 per annum, (all-inclusive remuneration package), plus a 10% non-pensionable allowance applicable to Heads of Department.
- CENTRE** : Johannesburg
- REQUIREMENTS** : An appropriate undergraduate qualification (NQF level 7) and post graduate qualification (NQF level 8) in Public Management, Business Administration, or any other relevant field. 8 to 10 years' experience at Senior Managerial level of which 5 years must be at SMS level in the Public Service. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level, with a multi-billion-rand budget as well as a good understanding of and competency in Financial Management Systems including cost containment, budgeting, expenditure control, revenue collection and revenue generation. Knowledge and understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long and irregular hours and travel extensively.
- DUTIES** : Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA. Providing strategic leadership to the Department; Overseeing the development, implementation and monitoring of organisational programmes in line with organisational policies. Ensuring sound financial management and application of good corporate governance principles. Driving the implementation of the Growing Gauteng Together [GGT] 2030 Plan of Action and work closely with the Gauteng City Region (GCR) Executives, Accounting Officers, Oversight committees, stakeholders and business on implementing the Premier's vision of a 'smart province. Over-seeing the development, implementation and monitoring of Departmental programmes and projects; structures, systems and processes to deliver on mandates and contributing to the broader strategic environment of Gauteng. Specific focus areas include the following: The successful incumbent will be directly accountable to the Member of the Executive Council for the realisation of Government priorities and Intergovernmental Programme of Action. Ensuring operational efficiencies and strategic outputs of the Department, agencies or special units associated with the Department. Oversee the development, implementation and monitoring of Departmental programmes and projects, structures, systems and processes to deliver on mandates and make a contribution to the broader strategic environment of Gauteng. Position Gauteng as a home of opportunities for sport, arts and cultural excellence that contributes to social cohesion and nation building. Create an enabling environment for excellence in sport, arts, and culture. Enhance economic growth through creative industries. Create unity in diversity through sport, arts and culture. Ensure equitable access to sport, arts and recreation facilities for citizens especially the previously disadvantaged. Accelerate, transform and develop sport, arts, culture and libraries amongst citizens of Gauteng. Create opportunities for access to information and knowledge through libraries and efficient management of information. Preserve our heritage and history through

museums and archives. Ensure the existence of proper infrastructure and programmes for the development of talent in sport, arts and culture. Support the Member of the Executive Council in his/her duties as political head of the Department; and Represent the department at various fora.

ENQUIRIES : Ms Thapelo Mashiane Tel No: (011) 298 5632

PROVINCIAL TREASURY

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



APPLICATIONS : Applications must be submitted on a duly New signed Z83 form, comprehensive CV only shortlisted candidates will submit certified documents. All applications should be emailed to NOSIZWE.LOLWANE@gauteng.gov.za

CLOSING DATE : 19 May 2023

NOTE : Applications must be submitted on new z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. The copies of qualifications, ID, drivers' licence and relevant certificates need not be certified when applying for the post. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021, should an application be received using the incorrect application for employment (Z83) form, it will not be considered. You need to fill in all sections of this form completely, accurately and legibly.

OTHER POST

POST 15/185 : **GAUTENG PROVINCIAL GOVERNMENT AUDIT COMMITTEE REF NO: GPT/AC/2023/04/07**

SALARY : GPG Audit Committee Members will be remunerated in accordance with Department of Public Service and Administration (DPSA) rates. Members will be remunerated for preparation and attendance of meetings.

CENTRE REQUIREMENTS : Johannesburg
An NQF 7 qualification and 5 years' Senior Management experience in any of the following fields: Accounting; Auditing; Risk Management; Information and Communication Technology or Legal. Knowledge and experience of the PFMA, its Regulations and Public Sector. Membership of a public Sector Audit Committee or experience as an Audit Committee Member in the public sector will serve as an advantage. Required Attributes and Skills: Independence, integrity, reliability, good communication and interpersonal skills and leadership skills.

DUTIES

: Advise the Accounting Officer and Management on audit-related and governance matters. Independent adviser to all GPG Departments on matters relating to, inter alia, internal audit; internal control; risk management; accounting policies; financial and non-financial information; effective governance and compliance with applicable legislation and prescripts. To attend meet as often as required but at least five (5) times a year and be flexible with time. Perform duties in accordance with the approved AC Charter. Review the adequacy and effectiveness of the Department's internal controls. Review financial and non-financial reports as well as Annual Financial Statements prior to submission to Auditor-General and make recommendations where necessary. Review the scope and results of internal, external and compliance reviews and audits. Review any reports released by the internal and external auditors and Management's response thereto. Ensure that a combined assurance model is applied to provide a coordinated approach to all assurance activities. Direct and assess the Internal Audit Activity. Term of office: The appointment is for a period of three (3) years subject to renewal at the discretion of the Department. The appointment will be supported by the Audit Committee Charter and signing of a contract.

ENQUIRIES

: Mr. Jafta Mhlongo/ Mr. Lazarus Raseasala at 082 256 0860/ 076 922 5773