

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

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

MANAGEMENT ECHELON

- POST 16/149** : **DIRECTOR: IT SERVICE MANAGEMENT REF NO: HO2023/05/01**
Chief Director: Corporate Information Technology and Management
(5 Years Fixed Term Contract Performance Based)
- SALARY** : R1 105 383 per annum, (an all-inclusive package)
- CENTRE** : Head Office, Johannesburg
- REQUIREMENTS** : An appropriate NQF Level 7 qualification in Information Technology/ Information System/Computer Science /Systems or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years middle/ senior management experience within IT Environment. ITIL Certification will be an added advantage. Experience in management of IT Service Level and Operational Level Agreements (SLA's and OLA's), IT Service Management environment, IT service desk, desktop support management, IT Governance,

IT Security and IT Disaster Recovery. Ability to manage the service delivery of ICT services and supervise IT service operations teams. Knowledge of COBIT, ITIL, MISS, MIOS, ISO17799, GWEA framework. Knowledge of the Treasury Regulations, relevant legislations like Public Finance Management Act, ECT Act, etc. Knowledge of Configuration Management, departmental systems (BAS, PERSAL, SAP etc.), Information Technology Infrastructure Library (ITIL-industry standard for IT Help desk), IT Risk Management practices, IT network hardware and software and knowledge of current technology developments and future trends. Competencies: Good communication (verbal and writing) skills, good inter-personal relations, analysis, conceptualizing and problem solving. Good understanding of Financial Management, change management, project and strategic Management, conflict management, policy analysis and development, facilitation, presentation, report writing, planning and organising skills. Valid South African driver's license is essential.

DUTIES : Oversee the development, implementation of the Information Security Policy and Disaster Recovery Strategy to manage the IT security vulnerabilities, as well as aligning the backup and restore implementation for both the server infrastructure and end user tools of trade to ultimately preserve the proprietary information and intellectual property of the Department. Manage the desktop support and service desk provisioning throughout the Department, including all the districts. Manage the availability and functionality of service-desk and related management tools in the Department. Manage the Service Level Agreement (SLA) and contracts of suppliers of information management and Information Technology goods and services, including management of licensing for intangible assets. Oversee the management of the service delivery through the implementing agents, eGov/SITA. Manage and monitor the capacity and availability of all hardware resources, including printers and tools of trade through its entire lifecycle within GDE. Oversee the development of ICT policies, processes, procedures and monitor the implementation thereof to ensure compliance with relevant regulatory frameworks and standards. Manage the operational efficiency and improvement of IT Governance in the Department. Oversee the management of audit improvement implementation in the IT environment including management of IT Risk register to ensure that risks are mitigated for.

ENQUIRIES : Ms. Winny Radzilani Tel No: (011) 843 6540

POST 16/150 : **DISTRICT DIRECTOR: GAUTENG WEST REF NO: HO2023/05/02**
Chief Director: District Operations Management (Tshwaga Region)
(5 Years Fixed Term Contract Performance Based)

SALARY : R1 105 383 per annum, (an all-inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Education/ Public Management/Public Administration or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years middle/ senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. South African driver's license is essential.

DUTIES : Manage the provision of support to institutions: Ensure proper coordination for all support and activities to and with institutions. Manage the support provided to circuit teams e.g. educations support, learning implementation. Facilitate the HR and Corporate support to district office and circuit teams. Ensure the maintenance of teaching and learning activities in schools within the district. Manage the strategic support direction and planning in the districts: Formulate strategies for efficient support to circuits and institutions. Ensure the implementation, monitoring and evaluation of departmental policies and strategies. Implement corrective intervention plans for districts to ensure effective learning take place in institutions. Manage all resources of the District Office: Supervise and manage sub-ordinates and other participants in the Branch activities. Responsible for the financial management of the component's activities. Plan, organise and control statutory activities pertaining to functions of the Districts. Adhere to and promote statutory prescripts and the

Code of Conduct for the Public Service. Ensure compliance with National policy frameworks and standards. Report to and participate in all appropriate provincial, departmental and other structures and processes. Compile and take full responsibility for regular reports forwarded to the Chief Directorate: District Operations Management.

ENQUIRIES : Ms. Winny Radzilani Tel No: (011) 843 6540

POST 16/151 : **DIRECTOR: OFFICE OF THE DDG REF NO: HO2023/05/03**
Branch: GCRA
(5 Years Fixed Term Contract Performance Based)

SALARY : R1 105 383 per annum, (an all-inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Public Administration/Public Management/ Office Management/Office Administration/ Management/or equivalent qualification at NQF level 7, with at least a minimum of 5 years middle/ senior management experience. Proven management skills in skills development services or related fields. Advanced analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and Skills development strategies. Competencies: Strategic capability and Leadership, Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment, Client Orientation and Customer focus, Advanced Communication, Competence in key computer software packages, ability to work manage multiple and complex projects under pressure. Valid South African drivers' licence is a requirement.

DUTIES : Oversee the provision of the management/corporate secretarial support services. Ensure that documents of meetings are prepared, recorded, quality assured and communicated/disseminated to relevant role-players. Ensure that all reports from different chief directorates and other branches are coordinated, analysed, consolidated, and reported on. Ensure the compliant safekeeping of all documentation in the Office in line with appropriate legislation and prescripts. Oversee the provision of administration support services. Support and monitor implementation of key branch programmes implemented in Branch Gauteng City Region Academy. Compile reports, presentations and speeches on behalf of the Deputy Director-General. Monitor compliance with relevant committees and legislature bodies to which the Department accounts. Manage and oversee the provisioning of general administration, assets, human and financial support. Develop, implement, and maintain an effective and efficient stakeholder and office management systems. Implement and maintain effective processes/ procedures for information and documents flow to and from the Office. Provide oversight and advisory support services to Branch: Gauteng City Region Academy. Routinely monitor the implementation of selected, identify departmental service delivery programmes. Attend to all queries and ensure that they are resolved within the stipulated time. Manage resources within the Branch. Coordinate contracts and performance reviews of Chief Directors reporting to DDG. Manage the human resource aspects related to the staff in the Office including performance, leave register, telephone accounts etc. Oversee responses drafted by the staff in the office and managers reporting to the DDG on enquiries received from internal and external stakeholders. Manage and monitor the office budget and spending plus trends analysis in terms of keeping record of expenditure commitments and advise the office regarding possible over- and under spending. Coordinate the DDG's performance contract and review reports. Determine and collate information regarding the budget needs of the Office. Ensure the implementation and maintenance of risk management plan and mitigate risks threatening the attainment of objectives and the optimisation of opportunities that would enhance the Branch's performance.

ENQUIRIES : Ms. Tlaleng Ngubeni Tel No: (011) 843 6544

OTHER POST

POST 16/152 : **PERSONAL ASSISTANTS (X2 POSTS)**

SALARY : R294 321 per annum
CENTRE : Head Office, Johannesburg

	Chief Directorate: Strategic Planning and Management (Ref No: HO2023/05/04)
<u>REQUIREMENTS</u>	: Directorate: System Administration and Certification (Ref No: HO2023/05//05) Secretarial Diploma or equivalent qualification plus 3-5 years' experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy in packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc.). Good problem-solving and analytical skills. Ability to work in a team and independently. Ability to organise/prioritise tasks and effectively manage time. Willingness to occasionally work after hours when needed.
<u>DUTIES</u>	: Overall management of the office administration functions. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Manage the diary and coordinate meetings for the Senior Manager. Ensure the effective flow, filing and safekeeping of all information and documents to and from the office of the Senior Manager. Type documentation delegated by Senior Manager. Procure and manage office supplies and equipment. Process claims for the Senior Manager. Provide support to the senior manager regarding meetings. Record minutes and communicate to relevant role-players. Coordinate logistical arrangements and documentation for meetings and procure bookings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to the senior manager area of work to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Directorate/ Chief Directorate.
<u>ENQUIRIES</u>	: Ms Lerato Machaka Tel No: 011 843 6532

DEPARTMENT OF HEALTH

OTHER POSTS

<u>POST 16/153</u>	: <u>CLINICAL MANAGER (DENTAL) GRADE 1 REF NO: CM-05</u> Directorate: Office of the CEO
<u>SALARY CENTRE REQUIREMENTS</u>	: R1 491 627 – R1 605 330 per annum, excluding commuted overtime : Wits Oral Health Centre : Appropriate qualification that allows registration with the HPCSA as Dentist. A minimum of 5 years' appropriate experience as a Dentist after registration with HPCSA as a Dentist. 3 years' supervisory experience within the Dental/ in a Hospital will be an added advantage. Computer literate, valid driver's license (Code B/EB) and be willing to work under pressure and stressful situations. Competencies/Knowledge: Knowledge of ethical medical practice, good communication, presentation & reporting, leadership, interpersonal and supervisory skills. Competency and skill in clinical domain. Sound planning, negotiating and decision-making skills. Ability to analyse information and solve problems. Proficient in MS package (Word, excel, outlook, power point).
<u>DUTIES</u>	: Manage and supervise all clinical and allied oral health services. Ensure the provision of safe, ethical and high-quality patient care and treatment in the hospital. Ensure effective management, implementation and adherence to clinical governance. Conduct patient redress and compile reports for medico-legal cases. The incumbent will be responsible to compile the institutional Annual Operational Plan and monitor the performance. Report and present institutional performance monthly/quarterly/annually. Ensure the development and implementation of quality assurance programs in line with the Provincial and National Standards. Assist and Support the implementation of Ideal Hospital Realisation and Maintenance Framework in the hospital. Develop, implement, and monitor quality improvement plans (QIP). Perform clinical audits and provide support to other departments/disciplines to ensure effective and comprehensive clinical services respect to patient care and treatment. Lead and drive CPD and M&M Programmes. Implement cost containment measures, analyse budget and ensure effective and efficient use of resources in the clinics. Monitor commuted overtime and ensure adherence to RWOPS policy. Perform other duties as delegated by the manager.
<u>ENQUIRIES</u>	: Dr M Thekiso Maphefo.thekiso@wits.ac.za

- APPLICATIONS** : New Z83 applications must be send to Wits Oral Health Centre, Private Bag X 15 Braamfontein, 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 255 Block 2 (Yellow Block), Parktown or emailed to Pulankana.Monama@gauteng.gov.za. No faxed applications will be accepted.
- NOTE** : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact number and e-mail addresses of three recent (3) referees. Certified copies of Identity Document and the highest required qualifications as well as current proof of HPCSA registration where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. Applications received after the closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.
- CLOSING DATE** : 26 May 2023
- POST 16/154** : **CLINICAL MANAGER (DENTAL) GRADE 1 REF NO: EHD2023/O5/18**
Directorate: Oral Health
Re-Advertisement
- SALARY** : Grade 1 - R1 288 095 – R1 427 352 per annum, (all-inclusive remunerative package)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Grade 12 with BDS/BChD Degree or equivalent qualification. Registration with the Health Professional Council of South Africa (HPCSA) as a Dentist. A minimum experience of 8 years after Registration with the HPCSA as a Dental Practitioner. Computer literacy (MS Word, Excel, PowerPoint, Microsoft Teams; Zoom) etc. Excellent Communication skill (written and Verbal). Applicant must be in a possession of a valid South African Driver's license. Sound Knowledge and experience of Oral Health Services Legislations and related Legal and Ethical Practices. Sound knowledge of Finance: PFMA and Public Service Act and Regulations. Good interpersonal Relation, IT, Financial and human resource management skills. Ability to work independently in terms of decision making and problem solving in clinical or administrative scenarios. Ability to work with Oral Health Services Multidisciplinary Team and intersectoral partners relevant to the provision of holistic Services. Willingness to manage, train and supervise Oral Health Staff within the District.
- DUTIES** : To manage and supervise the Ekurhuleni Oral Health Services (Dentists, Allied Oral Health Practitioners, and all other Staff within the Unit). To manage the Commuted Overtime for Dentist in Ekurhuleni Oral Services. To coordinate Oral Health Services by managing the formulation, Implementation and Monitoring of Policies, Protocols and Regulations. To manage Effectively, Efficiency and Economically the Finance of Ekurhuleni Oral Health Services according to the PFMA. To promote and conduct Research. To manage complaints within the Unit and advice the District Management accordingly. To be involved in recruitment and placement of Staff within Ekurhuleni Health District. To provide access to skills development and capacity building opportunities. To work collaboratively in solving problems and generate solutions to common problems within the Department that may be impacting on the performance of the incumbent.
- ENQUIRIES** : Dr EM Tipoy Tel No: (011) 876 1777; Tel No: (011) 876 1802 & Mobile: 076 120 0148
- APPLICATIONS** : should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : Applicants that previously applied are encouraged to re-apply. No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration

(DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

- CLOSING DATE** : 26 May 2023
- POST 16/155** : **MEDICAL SPECIALIST REF NO: SBAH 0029/2023**
Directorate: Ophthalmology
- SALARY** : 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
- CENTRE REQUIREMENTS** : Steve Biko Academic Hospital
: MBChB and FCS (Ophth) or Mmed (Ophthalmology). Registration with the HPCSA as an Independent Medical Specialist.
- DUTIES** : Giving a comprehensive medical and surgical care to patients in Ophthalmology. To participate in teaching and training of under-and post-graduates in Ophthalmology.
- ENQUIRIES APPLICATIONS** : Prof P.S Makunyane Tel No: 012 354 1782
: must be submitted to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver`s license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 26 May 2023
- POST 16/156** : **MEDICAL SPECIALIST: OBSTETRICIAN AND GYNAECOLOGIST GRADE 1-3 REF NO: REFS/017148**
Directorate: Medical Department
- SALARY** : Grade 1: R1 214 805 per annum, (all-inclusive remuneration package)
Grade 2: R1 386 069 per annum, (all-inclusive remuneration package)
Grade 3: R1 605 330 per annum, (all-inclusive remuneration package)
- CENTRE REQUIREMENTS** : Leratong Hospital
: Appropriate Medical Degree that allows registration with the HPCSA as a Medical Specialist. Registration Certificate with the HPCSA as Obs & Gynae Medical Specialist. **Grade 1:** No experience required. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty. A resuscitation course such as APLS (or PALS), ACLS, ATLS will be added advantage. Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with all the disciplines teams. 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. Experience

		in the public sector would be an advantage. Candidate will be expected to perform commuted overtime.
<u>DUTIES</u>	:	Co-ordinate all clinical and administrative duties within the Department. Overall clinical management of Obstetrics and Gynaecology unit patients. Involvement in hospital committees and liaison with other departments within the hospital. Staff training theoretical and skills performance of junior doctors and allied medical disciplines at the hospital and referring hospitals. SOPs development and implementation. Provision of clinical support and outreach programs. To participate, support and promote research relevant to Obs & Gynae Department. Ability to initiate and conduct research will be an advantage. Be a role model for students and staff. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. Provision of efficient Obs & Gynae outpatient services. Reduction of waiting time of Backlogs. Ensure effective specialist services to contribute to optimal and quality health care in line with the vision, mission and values of Gauteng Department of Health. Ensure compliance to SOP's and clinical Protocols. Supervision and effective utilization of medical staff. Responsible for training and teaching of Medical Interns, junior doctors and medical students. Attend all relevant meetings. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Ensure an effective outreach to District hospitals. Participate in academic activities in the Hospital and in the cluster. Full participation in Quality assurance programs, management of PSI's and complaints.
<u>ENQUIRIES</u>	:	Dr. P Phanzu Tel No: (011) 411 3508
<u>APPLICATIONS</u>	:	should be submitted strictly online at the following E-Recruitment portal: – http://www.professionaljobcenter.gpg.gov.za . No hand-delivered, faxed or emailed applications will be accepted. NB For assistance with online applications please email your query to e-recruitment@gauteng.gov.za
<u>NOTE</u>	:	Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Plus, a recently updated comprehensive Curriculum Vitae (CV). Application without proof of a new Z83 application form and detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. (Shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications (SAQA). All foreign qualifications must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. Suitable candidates will be subjected to vetting and personnel pre-employment suitability checks (criminal record, citizenships, credit record checks, qualification verification and employment verification) where applicable, candidates will be subjected to a skill/knowledge test. Medical surveillance will be conducted on the recommended candidates. It is Departments intention to promote representativity (race, gender, and disability) in the Public Service through the filling of these posts. The Department reserves the right not to appoint/fill this post. NB: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	:	26 May 2023
<u>POST 16/157</u>	:	<u>MEDICAL SPECIALIST: INTERNAL MEDICINE GRADE 1-3 REF NO: REFS/017149</u> Directorate: Medical Department
<u>SALARY</u>	:	Grade 1: R1 214 805 per annum, (all-inclusive remuneration package) Grade 2: R1 386 069 per annum, (all-inclusive remuneration package) Grade 3: R1 605 330 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Leratong Hospital
<u>REQUIREMENTS</u>	:	Appropriate Medical Degree that allows registration with the HPCSA as a Medical Specialist. Registration Certificate with the HPCSA as Internal Medicine Medical Specialist. Grade 1: No experience required. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty.

A resuscitation course such as APLS (or PALS), ACLS, ATLS will be added advantage. Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with all the disciplines teams. 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. Experience in the public sector would be an advantage. Candidate will be expected to perform commuted overtime.

DUTIES : Co-ordinate all clinical and administrative duties within the Department. Overall clinical management of Internal Medicine unit patients. Involvement in hospital committees and liaison with other departments within the hospital. Staff training theoretical and skills performance of junior doctors and allied medical disciplines at the hospital and referring hospitals. SOPs development and implementation. Provision of clinical support and outreach programs. To participate, support and promote research relevant to Internal Medicine Department. Ability to initiate and conduct research will be an advantage. Be a role model for students and staff. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. Provision of efficient Internal Medicine outpatient services. Reduction of waiting time of Backlogs. Ensure effective specialist services to contribute to optimal and quality health care in line with the vision, mission and values of Gauteng Department of Health. Ensure compliance to SOP's and clinical Protocols. Supervision and effective utilization of medical staff. Responsible for training and teaching of Medical Interns, junior doctors and medical students. Attend all relevant meetings. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Ensure an effective outreach to District hospitals. Participate in academic activities in the Hospital and in the cluster. Full participation in Quality assurance programs, management of PSI's and complaints.

ENQUIRIES APPLICATIONS : Dr. P Phanzu Tel No: (011) 411 3508
: should be submitted strictly online at the following E-Recruitment portal: – <http://www.professionaljobcenter.gpg.gov.za>. No hand-delivered, faxed or emailed applications will be accepted. NB For assistance with online applications please email your query to e-recruitment@gauteng.gov.za

NOTE : Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Plus, a recently updated comprehensive Curriculum Vitae (CV). Application without proof of a new Z83 application form and detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. (Shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications (SAQA). All foreign qualifications must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. Suitable candidates will be subjected to vetting and personnel pre-employment suitability checks (criminal record, citizenships, credit record checks, qualification verification and employment verification) where applicable, candidates will be subjected to a skill/knowledge test. Medical surveillance will be conducted on the recommended candidates. It is Departments intention to promote representativity (race, gender, and disability) in the Public Service through the filling of these posts. The Department reserves the right not to appoint/fill this post. NB: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. People with disabilities are encouraged to apply.

CLOSING DATE : 26 May 2023

POST 16/158 : **MEDICAL SPECIALIST: ANAESTHESIOLOGY GRADE 1-3 REF NO: REFS/017150**
Directorate: Medical Department

SALARY : Grade 1: R1 214 805 per annum, (all-inclusive remuneration package)

**CENTRE
REQUIREMENTS**

Grade 2: R1 386 069 per annum, (all-inclusive remuneration package)
Grade 3: R1 605 330 per annum, (all-inclusive remuneration package)
Leratong Hospital
Appropriate Medical Degree that allows registration with the HPCSA as a Medical Specialist. Registration Certificate with the HPCSA as Anaesthesiology Medical Specialist. **Grade 1:** No experience required. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal Specialty. A resuscitation course such as APLS (or PALS), ACLS, ATLS will be added advantage. Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with all the disciplines teams. 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. Experience in the public sector would be an advantage. Candidate will be expected to perform commuted overtime.

DUTIES

Co-ordinate all clinical and administrative duties within the Department. Overall clinical management of Anaesthesiology unit patients. Involvement in hospital committees and liaison with other departments within the hospital. Staff training theoretical and skills performance of junior doctors and allied medical disciplines at the hospital and referring hospitals. SOPs development and implementation. Provision of clinical support and outreach programs. To participate, support and promote research relevant to Anaesthesiology Department. Ability to initiate and conduct research will be an advantage. Be a role model for students and staff. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. Provision of efficient Anaesthesiology outpatient services. Reduction of waiting time of Backlogs. Ensure effective specialist services to contribute to optimal and quality health care in line with the vision, mission and values of Gauteng Department of Health. Ensure compliance to SOP's and clinical Protocols. Supervision and effective utilization of medical staff. Responsible for training and teaching of Medical Interns, junior doctors and medical students. Attend all relevant meetings. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Ensure an effective outreach to District hospitals. Participate in academic activities in the Hospital and in the cluster. Full participation in Quality assurance programs, management of PSI's and complaints.

**ENQUIRIES
APPLICATIONS**

Dr. P Phanzu Tel No: (011) 411 3508
should be submitted strictly online at the following E-Recruitment portal: – <http://www.professionaljobcenter.gpg.gov.za>. No hand-delivered, faxed or emailed applications will be accepted. NB For assistance with online applications please email your query to e-recruitment@gauteng.gov.za

NOTE

Applications should be accompanied by a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Plus, a recently updated comprehensive Curriculum Vitae (CV). Application without proof of a new Z83 application form and detailed CV will be disqualified. Applicants must indicate the post reference number on their applications. (Shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications (SAQA). All foreign qualifications must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. Suitable candidates will be subjected to vetting and personnel pre-employment suitability checks (criminal record, citizenships, credit record checks, qualification verification and employment verification) where applicable, candidates will be subjected to a skill/knowledge test. Medical surveillance will be conducted on the recommended candidates. It is Departments intention to promote representativity (race, gender, and disability) in the Public Service through the filling of these posts. The Department

reserves the right not to appoint/fill this post. NB: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. People with disabilities are encouraged to apply.

CLOSING DATE

: 26 May 2023

POST 16/159

: **MEDICAL SPECIALIST GRADE 1**
Directorate: OBS and GYNAE

SALARY

: R1 214 805 - R1 288 095 per annum

CENTRE

: Far East Rand Hospital

REQUIREMENTS

: Appropriate qualification that allows registration with HPCSA as Medical Speciality in Obstetrics and Gynaecology. Registration with the HPCSA as Medical Specialist in a normal speciality. No experience. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

DUTIES

: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care. Supervising junior doctors (undergraduate student, interns and community service doctors). Willing to do commuted overtime, rendering of after-hour (night, weekend and public holidays) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meeting like mortality meetings, near miss meetings, and completing MEDICO Legal document timeously (e.g. Death Certificate). Participate in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and acute record keeping as legally and required. Reporting to the Head of Unit, service delivery, clinical audits, and where necessary quality improvement plans. Assist HOD to monitor, implement and adhere to the compliance of the National Core Standards within the department. Serve in their specific outreach programs. Preparing and writing reports. Assist the clinical head with administration responsibility. Comply with the Performance Management and Development System (contract, quarterly or semester review and final assessment).

ENQUIRIES

: DR. M Maphobela Tel No: 011 812 8644

APPLICATIONS

: Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE

: Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. The communication from the HR department of the institution regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

CLOSING DATE

: 26 May 2023

POST 16/160

: **MEDICAL SPECIALIST: ANAESTHESIOLOGY REF NO: REFS/017161 (X1 POST)**

Directorate: Clinical Services

SALARY

: Grade 1: R1 214 805 per annum, (all package inclusive)

Grade 2: R1 386 069 per annum, (all package inclusive)

Grade 3: R1 605 330 per annum, (all package inclusive)

CENTRE

: Dr George Mukhari Academic Hospital

REQUIREMENTS

: **Grade 1:** MBCHB or equivalent qualification that allows registration with the HPCSA as Medical Specialist in Anaesthesiology. MMed degree or postgraduate qualification. Registration with the HPCSA as a Medical Specialist and currently registered for 2023 annual financial year. No work

Experience required after registration with HPCSA as a Medical Specialist. **Grade 2:** Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Anaesthesiology. MMed degree or postgraduate qualification. Registration with the HPCSA as a Medical Specialist and currently registered for 2023 annual financial year. A minimum of 5 years appropriate experience as a Specialist after registration with the HPCSA as Medical Specialist. **Grade 3:** Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal speciality. MMed degree or postgraduate qualification. Registration with the HPCSA as Medical Specialist in a normal speciality and currently registered for 2023 annual financial year. A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist. Form part of the after-hours specialist cover for the General Surgery Department, to provide a 24hr clinical service. Must have a strong record of clinical governance; clinical expertise; research and experience of supervision, training and teaching at both under- and post-graduate levels. Must have good interpersonal, leadership, administrative. Communication, analytical and problem-solving skills. Computer literacy (Ms Word, MS Excel and Power point) will be an added advantage.

DUTIES : Ensure effective and efficient clinical service delivery within the domain of the central hospital as well as at other cluster hospitals. To support, teach and examine pre-graduate and post-graduate students in the appropriate aspects of Clinical Unit. Initiate and participate in research activities and publications in accordance with the School of Medicine plans. Manage and perform required administrative and academic duties in support of and coordinated with the Head of Department.

ENQUIRIES APPLICATIONS : Prof. H Kluyts Tel No: 012 521 4089
: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods

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.. 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 : 26 May 2023

POST 16/161 : **MEDICAL SPECIALIST: GENERAL SURGERY REF NO: REFS/017154 (X2 POSTS)**
Directorate: Clinical Services

SALARY : Grade 1: R1 214 805 per annum, (all package inclusive)
Grade 2: R1 386 069 per annum, (all package inclusive)
Grade 3: R1 605 330 per annum, (all package inclusive)

- CENTRE** : Dr George Mukhari Academic Hospital
- REQUIREMENTS** : **Grade 1:** MBCHB or equivalent qualification that allows registration with the HPCSA as Medical Specialist in General Surgery. MMed degree or postgraduate qualification. Registration with the HPCSA as a Medical Specialist and currently registered for 2023 annual financial year. No work Experience required after registration with HPCSA as a Medical Specialist. **Grade 2:** Appropriate qualification that allows registration with the HPCSA as Medical Specialist in General Surgery. MMed degree or postgraduate qualification. Registration with the HPCSA as Medical Specialist and currently registered for 2023 annual financial year. A minimum of 5 years appropriate experience as a Specialist after registration with the HPCSA as Medical Specialist or Sub-Specialist. **Grade 3:** Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal speciality. MMed degree or postgraduate qualification. Registration with the HPCSA as Medical Specialist in a normal speciality and currently registered for 2023 annual financial year. A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist or Sub-Specialist. Form part of the after-hours specialist cover for the General Surgery Department, to provide a 24hr clinical service. Must have a strong record of clinical governance; clinical expertise; research and experience of supervision, training and teaching at both under- and post-graduate levels. Must have good interpersonal, leadership, administrative. Communication, analytical and problem-solving skills. Computer literacy (Ms Word, MS Excel and Power point) will be an added advantage.
- DUTIES** : Ensure effective and efficient clinical service delivery within Surgery Department. Ensure Clinical and Co-operation and liaison with other departments within the hospital. To support, teaching and training within the department of Surgery. Conduct and supervise research within the field of Surgery. Manage and perform required administrative and academic duties in support of and coordinated with the Head of Department.
- ENQUIRIES** : Prof. Z Koto Tel No: 012 521 4153/4150
- 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. 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.
- 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. 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** : 26 May 2023

<u>POST 16/162</u>	:	<u>MEDICAL SPECIALIST: PAEDIATRICS SURGERY REF NO: REFS/017155 (X1 POST)</u> Directorate: Clinical Services
<u>SALARY</u>	:	Grade 1: R1 214 805 per annum, (all package inclusive) Grade 2: R1 386 069 per annum, (all package inclusive) Grade 3: R1 605 330 per annum, (all package inclusive)
<u>CENTRE REQUIREMENTS</u>	:	Dr George Mukhari Academic Hospital Grade 1: MBCHB or equivalent qualification that allows registration with the HPCSA as Medical Specialist in Paediatrics Surgery. MMed degree or postgraduate qualification. Registration with the HPCSA as a Medical Specialist and currently registered for 2023 annual financial year. No work Experience required after registration with HPCSA as a Medical Specialist. Grade 2: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Paediatrics Surgery. MMed degree or postgraduate qualification. Registration with the HPCSA as a Medical Specialist and currently registered for 2023 annual financial year. A minimum of 5 years appropriate experience as a Specialist after registration with the HPCSA as Medical Specialist or Sub-Specialist. Grade 3: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal speciality. MMed degree or postgraduate qualification. Registration with the HPCSA as Medical Specialist in a normal speciality and currently registered for 2023 annual financial year. A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist or Sub-Specialist. Form part of the after-hours specialist cover for the General Surgery Department, to provide a 24hr clinical service. Must have a strong record of clinical governance; clinical expertise; research and experience of supervision, training and teaching at both under- and post-graduate levels. Must have good interpersonal, leadership, administrative. Communication, analytical and problem-solving skills. Computer literacy (Ms Word, MS Excel and Power point) will be an added advantage.
<u>DUTIES</u>	:	Ensure effective and efficient clinical service delivery within Surgery Department. Ensure Clinical and Co-operation and liaison with other departments within the hospital. To support, teaching and training within the department of Surgery. Conduct and supervise research within the field of Surgery. Manage and perform required administrative and academic duties in support of and coordinated with the Head of Department.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof. Z Koto Tel No: 012 521 4153/4150 Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
<u>NOTE</u>	:	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. 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.
<u>CLOSING DATE</u>	:	26 May 2023
<u>POST 16/163</u>	:	<u>MEDICAL SPECIALIST: OBSTETRICS AND GYNAECOLOGY REF NO: REFS/017157 (X1 POST)</u> Directorate: Clinical Services
<u>SALARY</u>	:	Grade 1: R1 214 805 per annum, (all package inclusive) Grade 2: R1 386 069 per annum, (all package inclusive) Grade 3: R1 605 330 per annum, (all package inclusive)
<u>CENTRE REQUIREMENTS</u>	:	Dr George Mukhari Academic Hospital Grade 1: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Registration with the HPCSA as Medical Specialist and currently registered for 2023 annual financial year. No work Experience required after registration with HPCSA as a Medical Specialist. Grade 2: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Registration with the HPCSA as Medical Specialist and currently registered for 2023 annual financial year. A minimum of 5 years appropriate experience as Specialist after registration with the HPCSA as Medical Specialist in a normal Speciality. Grade 3: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal speciality. Registration with the HPCSA as Medical Specialist in a normal speciality and currently registered for 2023 annual financial year. A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal Speciality. In addition to the above, the candidate will be a joint appointee with Safako Makgato Health Sciences university and will be part of the under and post graduate teaching programs and will participate in research projects. There will be after-hour duties. Being a sub specialist in gynaecology, namely oncology, urogynaecology, infertility and endoscopic surgery would be an advantage.
<u>DUTIES</u>	:	Ensure effective and efficient Obstetrics and Gynaecology service delivery. Supervision and training of undergraduates, interns, medical officers, and registrars. Manage hospital administrative duties as well as academic administration. Plan and organize work to achieve academic, administrative and research objectives
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. TJ Mashamba Tel No: 012 521 4461/4638 Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
<u>NOTE</u>	:	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. 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.
26 May 2023

CLOSING DATE

:

POST 16/164

:

MEDICAL REGISTRAR: ORTORHINOLARYNGOLOGY SURGERY.HEAD AND NECK-ENT REF NO: REFS/017159 (X2 POSTS)
Directorate: Clinical Services

SALARY

:

Grade 1: R906 540 per annum, (all package inclusive)
Grade 2: R1 034 373 per annum, (all package inclusive)
Grade 3: R1 197 150 per annum, (all package inclusive)

CENTRE

:

REQUIREMENTS

:

Dr George Mukhari Academic Hospital
Grade 1: MBCHB or equivalent qualification that allows registration with the HPCSA as Medical Officer. Registration with the HPCSA as a Medical Officer and currently registered for 2023 annual financial year. No work Experience required after registration with HPCSA as a Medical Officer. **Grade 2:** Appropriate qualification that allows registration with the HPCSA as Medical Officer. Registration with the HPCSA as Medical Officer and currently registered for 2023 annual financial year. A minimum of 5 years appropriate experience as a Medical Officer after registration with the HPCSA. **Grade 3:** Appropriate qualification that allows registration with the HPCSA as Medical Officer. Registration with the HPCSA as a Medical Officer and currently registered for 2023 annual financial year. A minimum of 10 years appropriate experience as a Medical Officer after registration with the HPCSA. Advanced Trauma Life Support (ATLS) and Basic Surgical Skills. Rotation in General Surgery including other surgical departments will be an added advantage. ENT Primaries will be an added advantage.

DUTIES

:

To provide efficient and effective clinical care within the provision of tertiary hospital service package. To provide optimum quality health care to patients: perform therapeutic management duties. To promote and provide palliative care. To refer patients to appropriate level of care. Guide, support and supervise junior staff towards management of patients. Ensure compliance to all relevant legislation, policies and protocols. Work as a team with all staff. To perform commuted overtime in order to provide a 24hr clinical service. To ensure multi-disciplinary teamwork. To ensure continuous training and education of the interns and students. To assist in departmental cost-efficiency practices. To step into management responsibilities as and when the need arises. To attend to in-patients, outpatients and casualty responsibilities

ENQUIRIES

:

APPLICATIONS

:

Dr. R Masela Tel No: 012 521 4663/4234
Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

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. 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

: 26 May 2023

POST 16/165

: **MEDICAL OFFICER REF NO: SBAH 0030/2023 (X1 POST)**
Directorate: Urology

SALARY

: R906 540 per annum, plus benefits

CENTRE

: Steve Biko Academic Hospital

REQUIREMENTS

: MBChB degree. Registered as an Independent Medical Practitioner with HPCSA. Must have primary exams, having intermediates exams is not mandated but will serve as an advantage.

DUTIES

: Successful candidate will be responsible for the rendering of clinical services, which includes after-hours work (weekdays and weekends). Patient management and full time clinical services provision within the Urology department. Participate in the department's academic program and research activities. Ability to work within a team of health care professionals with integrity and respect. Dedicated to patient care and quality health care services. A good track record of fostering teamwork and collaborations with among physicians.

ENQUIRIES

: Dr K Mathabe Tel No: 012 354 1281

APPLICATIONS

: must be submitted to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE

: The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE

: 26 May 2023

POST 16/166

: **MEDICAL REGISTRAR: DIAGNOSTIC RADIOLOGY REF NO: REFS/017147 (X2 POSTS)**
Directorate: Clinical Services

SALARY

: Grade 1: R906 540 per annum, (all package inclusive)
Grade 2: R1 034 373 per annum, (all package inclusive)
Grade 3: R1 197 150 per annum, (all package inclusive)

CENTRE

: Dr George Mukhari Academic Hospital

REQUIREMENTS

: **Grade 1:** MBChB or equivalent qualification that allows registration with the HPCSA as Medical Officer. Registration with the HPCSA as a Medical Officer and currently registered for 2023 annual financial year. No work Experience required after registration with HPCSA as a Medical Officer. **Grade 2:** Appropriate qualification that allows registration with the HPCSA as Medical Officer. Registration with the HPCSA as Medical Officer and currently registered for 2023 annual financial year. A minimum of 5 years appropriate experience as a Medical Officer after registration with the HPCSA. **Grade 3:** Appropriate qualification that allows registration with the HPCSA as Medical Officer. Registration with the HPCSA as a Medical Officer and currently registered for 2023 annual financial year. A minimum of 10 years appropriate experience as a Medical Officer after registration with the HPCSA. Possession of primary exam (FC Rad (D) Part 1 of College of Medicine South Africa (CMSA) will be an added advantage. Good interpersonal and communication skills (written and verbal). 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. Knowledge of legislation, policies and procedure pertaining to health care users.

DUTIES

: To be responsible for service delivery within the department of Diagnostic Radiology at DGMAH. To fulfil the administrative, academic and research requirements. Undertake all tasks as directed by the Head Clinical Department and the Head of Clinical Unit services at the Institution. Participates in the academic and interdepartmental activities conducting research toward MMed.

- Supervise and teach medical students, Radiography students and other service commitments to DGMAH.
- ENQUIRIES APPLICATIONS** : Dr. MNE Sithole Tel No: 012 529 3962
: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- 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. 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** : 26 May 2023
- POST 16/167** : **REGISTRAR REF NO: UPOHC/PROSTHO/13/2023**
Directorate: Prosthodontics Re-advert
- SALARY CENTRE REQUIREMENTS** : R906 540 – R947 046 per annum, (all -inclusive package)
: University of Pretoria Oral Health Centre
: A BChD/ BDS degree or equivalent qualification. Current registration with HPCSA as a Dentist in the category independent practice. At least two (2) years general dental practice experience after community service. Passed primary subjects (Anatomy and Physiology). Recommendations Post graduate qualification in the field of Prosthodontics. Research experience/publications.
- DUTIES** : The successful candidate will be responsible for service rendering for Prosthodontics department. Participate in teaching undergraduate students. Participation in departmental research. N.B Shortlisted candidate will undergo practical assessment during interviews.
- ENQUIRIES APPLICATIONS** : Prof. LM Sykes Tel No: 012 319 2681/2446
: Quoting the relevant reference number. Applications must be delivered to Ms. N Kubheka, Human Resources Management at Louis Botha A Building, Dr Savage Road, Riviera, Pretoria or mail to Ms. N Kubheka PO Box 1266, Pretoria, 0001. No faxed or emailed applications will be considered.
- NOTE** : Fully completed new Z83 and detailed Curriculum Vitae with minimum of at least three (3) referees. Certified documents will only be requested to shortlisted candidates on or before the day of the interview. Applications must be submitted Timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will Be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to Shortlisted candidates only, if you have not heard from us within 3 months of Closing date, please accept that your application has been unsuccessful. The Gauteng department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.
- CLOSING DATE** : 26 May 2023

- POST 16/168** : **CLINICAL PSYCHOLOGIST GRADE 1 – GRADE 3 REF NO: EHD2023/O5/19**
 Directorate: Mental Health Services (NGCT)
 Re-Advertisement
- SALARY** : Grade 1: R790 077 – R866 658 per annum, (all-inclusive remuneration package)
 Grade 2: R918 630 – R1 018 047 per annum, (all-inclusive remuneration package)
 Grade 3: R1 063 611 – R1 249 254 per annum, (all-inclusive remuneration package)
- CENTRE REQUIREMENTS** : Ekurhuleni Health District
 : Grade 12 with appropriate qualification(degree) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as a Clinical Psychologist. **Grade 1:** Less than 8 years relevant experience required after registration with the HPCSA as a Psychologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 2:** At least 8 years, but less than 16 years, relevant experience after registration with the HPCSA as a Psychologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. **Grade 3:** 16 years and more relevant experience after registration with the HPCSA as a Psychologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Experience in psychiatry or community mental health will be an added advantage. Annual Practice Certificate. Knowledge of mental health legislations and related legal and ethical practices, PFMA and Public Service Act and Regulations. Good communication, interpersonal, financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. A valid driver's license is essential.
- DUTIES** : Provide psychological services to adults, adolescents, and children (assess, treat, rehabilitate and refer to ensure continuity of care). Conduct psychometric assessments and neuropsychological assessments. Work within a multidisciplinary team. Provide consultation-liaison psychology services within the clinics. Render outreach programmes, coordinate and manage provision of psychology services. Research and capacity building responsibilities, including training and/or supervision of community service psychologists. Carry out administrative duties. Plan and prepare for all internal and external audits. Participate and implement the departmental policy on training and continuous professional development to ensure departmental standards and effective patient service delivery in line with National Standards.
- ENQUIRIES APPLICATIONS** : Dr B.J.K Motshwane Tel No: (011) 876 -1717
 : should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : Applicants that previously applied are encouraged to re-apply. No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 26 May 2023

POST 16/169 : **ASSISTANT MANAGER SPECIALTY**
Directorate: Nursing

SALARY : R683 838 – R767 184 per annum
CENTRE : Far East Rand Hospital
REQUIREMENTS : Basic R425 qualification (i.e diploma/ degree in nursing) or equivalent qualification that allows registration with SANC as a professional nurse. Post basic child nursing science or paediatric nursing qualification with one (1) year accredited with SANC. Diploma or degree in nursing management /administration. A minimum of ten (10) years appropriate/ recognisable experience in nursing after registration with SANC in general nursing. At least six (6) years of the period referred to above must appropriate/ recognisable experience in specific speciality after obtaining the one (1) year post basic qualification in paediatric specialization. Three (3) years of the period referred above must be appropriate recognisable experience at management level. Skills knowledge of nursing care process and pressure, nursing statutes and relevant legal frame works that governs nursing. Leadership, organisational, decision making and problem- solving abilities within the time limit of the public sector and institutional policy framework. Good interpersonal skills including public relations, negotiations, conflict and counselling skills. Financial and budget knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing.

DUTIES : Provision of quality supervision of nursing care. Assist in assessment ideal hospital realization framework/ national care standards. Coordination of optimal, holistic specialized nursing care provided within set standard and professional/legal framework. Manage effectively the utilization and supervision of resource: human, financial and nursing service. Coordination of the provision of effective training and research. Provision of effective support to nursing services: to assist with the relief duties of the nursing manager, working after hours over weekend, public holidays and at night. Maintain professional growth/ ethical standards and self-development. Submit report and statistics timeously and maintain constructive working relationship.

ENQUIRIES : Ms. K Tinghisi Tel No: 011 812 8313
APPLICATIONS : Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/ previous supervisors. The communication from the HR department of the institution regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

CLOSING DATE : 26 May 2023

POST 16/170 : **ASSISTANT MANAGER NURSING REF NO: EHD2023/O5/20**
Directorate: PHC
Re-Advertisement, Applicants that previously applied are encouraged to re-apply.

SALARY : R683 838 – R767 184 per annum, (plus benefits)
CENTRE : Ekurhuleni Health District (NSDR)
REQUIREMENTS : A Grade 12 with Basic R425 qualification (i.e. Diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional

Nurse. Registration with the SANC as Professional Nurse specialty. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties R48 (Clinical Nursing Science, Health Assessment, Treatment and Care) or R212(Advanced Midwifery and Neonatal Science). A minimum of 10 years; appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. Financial management and human resource management knowledge; Leadership, organizational, decision making and problem-solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation. Computer literacy and driver's license is essential.

DUTIES

: To ensure that a comprehensive quality nursing treatment and care service is delivered to patients in a cost effective, efficient, and equitable manner by the facilities. To always ensure compliance to professional and ethical standards. Promote quality of nursing care and ethos as directed by the professional scope of practice and standards as determined by SANC. Facilitate provision of a comprehensive package of service at PHC level and ensure that the facilities adhere to the principles of Batho Pele. Ensure effective implementation of Service and Quality Improvement Plans, Occupational Health, and Safety as well as Quality Assurance Program etc. Ensure compliance with ideal clinic, clinical guidelines and protocols, norms and standards within the facilities. Adhere to Office of the Health Standard Compliance and ensure effective achievement on Ministerial Priorities, Ideal Clinic Compliance and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS); develop and implement staff training plan. Attend to grievances of staff and administer discipline; and ensure that absenteeism and abscondment of staff is effectively controlled. Oversee provincial personnel in Local Authority facilities. Ensure submission of day, weekly, monthly, quarterly, and annual reports. General administration duties and management soft skills is mandatory, Deputize the NSDR Deputy Manager when delegated.

**ENQUIRIES
APPLICATIONS**

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

NOTE

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

CLOSING DATE

: 26 May 2023

POST 16/171 : **OPERATIONAL MANAGER NURSING (PHC) REF NO: EHD2023/O5/21**
Directorate: Primary Health Care
Re-Advertisement, Applicants that previously applied are encouraged to re-apply.

SALARY : R627 474 – R703 752 per annum
CENTRE : Northmead Clinic (NSDR)
REQUIREMENTS : Grade 12 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 Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of government Notice No R48 in the relevant specialty. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional Nurse with SANC. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy and driver's license is essential. Knowledge of all Legislation relevant to Health Care Services.

DUTIES : Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and clinical services. Management of equipment and machinery. Management of HR, Finances and Supply Chain within the facility. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping within the facility Management of resources within facility. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the norms and standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Departmental policies including Batho Pele and Patients' Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive primary care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager. Deputize the Assistant Manager when the need arises.

ENQUIRIES : Ms R. Sapie at 082 476 6273
APPLICATIONS : should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

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

CLOSING DATE : 26 May 2023

POST 16/172 : **OPERATIONAL MANAGER (SPECIALTY) PNB 3 REF NO: HRM 11/23**
Directorate: Nursing

SALARY : R627 474 – R703 752 per annum, (plus benefits)
CENTRE : Sterkfontein Hospital

- REQUIREMENTS** : Appropriate Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council as a Professional Nurse. A one year post basic qualification in advanced Psychiatry which is accredited by SANC. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of period above must be appropriate/recognisable experience in the Management of Psychiatric patients after obtaining the advanced psychiatric qualification. Good interpersonal, communication project management and leadership skills. Knowledge of the Mental Health Care Act, PFMA, Public Sector Regulations, Regulated Norms and Standards and other legislative Framework. Computer literacy and driver's license.
- DUTIES** : Deputize for Nursing Managers in their absence and take charge of the hospital after hours, at night, during weekends and public holidays. Demonstrate basic understanding of Human Resource Policies and practices through effective implementation of PMDS, Disciplinary Code, leave management and supply Chain Management Procedures. Ensure effective efficient coordination and integration of quality specialised nursing care and management of complex psychiatric cases through implementation of advanced procedures and nursing interventions that are in accordance with the development care plan and best practice standards. Compliance to Batho Pele Principles, Mental Health Care Act procedures and Quality Assurance Standards. Drive the implementation of the National Nursing Strategy. Utilize resources effectively and efficiently using prescripts and relevant legislation. Implement change management and projects as needed. Participate in hospital committees, training, coaching and mentoring of young nurses.
- ENQUIRIES APPLICATIONS** : Ms.M. Sono Tel No: 011 951-8202
: Application must be submitted on fully completed new format Z83 accompanied by a detailed curriculum vitae with at least two references. Applications to be submitted at the box which will be placed at the main gate, applications can be hand delivered at Sterkfontein Hospital, Sterkfontein Road, Krugersdorp, 1740, Monday to Friday 7;30 to 15h30 or posted to P. O Box 2010, Krugersdorp, 1740.
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents with results in the application not being considered. (Only shortlisted candidate will submit certified copies) if you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks-provide at least 3 of which one must be your immediate Supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). recommended candidates may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/test for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
- CLOSING DATE** : 26 May 2023 at 12h00
- POST 16/173** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 REF NO: EHD2023/O5/22 (X1 POST)**
Directorate: HAST
Re-Advertisement, Applicants that previously applied are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R497 193 – R559 686 per annum, (plus benefits)
: Ekurhuleni Health District (SSDR)
: Grade 12 with Basic R425 qualification i.e. Diploma / Degree in Nursing that allows registration with SANC. A minimum of 7 years appropriate experience in Nursing after registration as a Professional Nurse. Current registration with SANC. A valid driver's license and computer literacy is essential. Experience in TB, HIV and AIDS and STI programme management. Evidence of HAST Trainings courses attended. Skills (Interpersonal, good communication and report writing).
- DUTIES** : Implementation of the HAST strategic plan in line with the 90 90 90 HIV and TB strategy. Improving access to HIV and TB services through routine HTS, TB screening, GeneXpert + PCR testing. Coordination of PMTCT Program within the sub district. Implementing quality assurance to HIV, DS-TB and DR-

TB programme to ensure sustained viral suppression and cure rates. Liaison with HIV partners and municipality to improve service delivery. Implementation of integrated health information system for HAST (DHIS / Tier.net and EDRweb). Community mobilization and NGO support with focus on key populations / condom distribution and VMMC services. Conducting quarterly reviews for performance monitoring at Sub District level. Manage human, financial and physical resources for HAST at sub district and prepare sources documentation for audit purposes. Report writing and presentation at Sub District and District level.

ENQUIRIES : Ms S.A Motloung Tel No: (011) 876 1820
APPLICATIONS : to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston, 1400 or Private Bag X1005 Germiston, 1400

FOR ATTENTION : Human Resource Manager
NOTE : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from the HR department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 26 May 2023

POST 16/174 : **CLINICAL PROGRAMME COORDINATOR CHILD REF NO:**
TDHS/A/2023/45
 Health, EPI, CDC & Outbreak Response
 Directorate: Health & Outreach Programmes

SALARY : Grade 1: R497 193 – R559 686 per annum
 Grade 2: R575 898 – R645 720 per annum

CENTRE : Tshwane District Health Services
REQUIREMENTS : Basic qualification accredited with SANC in terms of Government notice 425 (i.e diploma / degree in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years appropriate /recognisable experience in Nursing after registration as a Professional Nurse with SANC in general Nursing. Other Skills / Requirements: Diploma in Nursing or B CUR; Diploma in Midwifery, Diploma in Management will be an added advantage. 5 years' experience in Child Health; PMTCT, Disease Surveillance, Communicable Disease Control & Outbreak Response. Computer Literacy; Valid Driver's License.

DUTIES : Ensure availability and implementation of Child Health; PMTCT, Disease Surveillance, CDC; Outbreak Response Policies. Support PHC Facilities and District Hospitals to provide quality services. Provide training and support to clinicians on IMCI. EPI. PMTCT & Disease Surveillance. Plan and coordinate the application of clinical strategies associated with Communicable Diseases in the District through case investigation, outbreak control response, inspection, monitoring and evaluation (e.g TB, Malaria, Rabies, Vaccine Preventable diseases, Covid-19 etc.). Review case report forms submitted by facilities for completeness, timeliness, adherence to policies and institution of control measures. Respond to general questions from Public, Health providers, Private sector, etc. about Communicable diseases affecting the community and communicate the risks, prevention, and control measures associated with communicable diseases. Monitor indicators/surveillance data which measure health practices in the Sub District, in order to provide support and report on

findings to district health management. Network with other provincial departmental and NGO's to maintain a referral service for community members inclusive of community based services thereby supporting the broader health care provision in the district. Analyses emerging health practices and trends and introduce remedial action in conjunction with health care specialists. Plan, organize and conduct Catch up campaign and events that convey health messages and practices which support prevention and control of communicable diseases.

ENQUIRIES : Mrs Lekwetji Komane Tel No: 012 4519213
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

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

CLOSING DATE : 26 May 2023

POST 16/175 : **OPERATIONAL MANAGER NIGHT SUPERVISION (X2 POSTS)**
 Directorate: Nursing

SALARY : R497 193 – R559 686 per annum
CENTRE : Far East Rand Hospital
REQUIREMENTS : Basic nursing qualification with SANC registered which is a diploma/ degree and basic midwifery registered with South African Nursing Council. Nursing administration is required. A minimum of 7 years recognisable experience in nursing, basic computer skills. Current SANC receipt. Basic midwifery qualification, Demonstrate basic understanding of HR and financial policies and practices. Sound knowledge of public service policies code of conduct and team building, leadership, decision making and problem solving skills. Knowledge of all legislation relevant to health care service.

DUTIES : Supervise and ensure provision of effective and efficient care through adequate nursing at night, maintain constructive work relationship with nursing and other stakeholders, proper utilization of human, financial and physical resources, develop and maintenance of quality patients care environment that promote optimum patient experience of care at night, manage the allocation of beds during night shift, ensure the implementation of national core standards and ideal hospital realisation framework, coordinate the development and implantation of institution guidelines in line with legislation, assist with data collection, analysis and reports pertaining to nursing management in the hospital, perform other duties that delegated by the manager.

ENQUIRIES : Ms. K Tinghisi Tel No: 011 812 831/8317
APPLICATIONS : Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. Curriculum vitae with detailed description of duties and names of two referees who are current/ previous supervisors. The communication from the HR department of the institution regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA)

and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

- CLOSING DATE** : 26 May 2023
- POST 16/176** : **OPERATIONAL MANAGER GENERAL (X2 POSTS)**
Directorate: Nursing
- SALARY** : R497 193 – R559 686 per annum
CENTRE : Far East Rand Hospital
REQUIREMENTS : Basic nursing diploma/ degree a professional nurse registered with South African Nursing Council. Basic midwifery qualification. A minimum of 7 years' appropriate experience in nursing after registered as a professional nurse with SANC. Diploma or degree in nursing administration. Current SANC receipt. Sound knowledge of public service policies code of conduct and team building. Must have leadership, decision making and problem solving and team building skills. Knowledge of all legislation relevant to health care service. Computer literacy.
- DUTIES** : Supervise and ensure provision of effective and efficient care through adequate nursing, maintain constructive work relationship with nursing and other stakeholders, proper utilization of human, financial and physical resources, promotion of professionalism and leading by example at all times, co-ordination of activities of other health team members, will be part of the hospital management team, develop and maintenance of quality patient care environment that promote optimum patient experience of care, relieve area manager and can be delegated in the nursing office when necessary.
- ENQUIRIES** : Ms K Tinghisi Tel No: 011 812 8317/8313
APPLICATIONS : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. Curriculum vitae with detailed description of duties and names of two referees who are current/ previous supervisors. The communication from the HR department of the institution regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.
- CLOSING DATE** : 26 May 2023
- POST 16/177** : **OPERATIONAL MANAGER (SURGICAL WARD) REF NO: 09/2023 (X1 POST)**
Directorate: Nursing
- SALARY** : R497 193 per annum, (plus benefits)
CENTRE : Kopanong Hospital
REQUIREMENTS : Appropriate Degree/ Diploma in nursing or equivalent qualification that allows registration with SANC as Professional Nurse and Midwife. A minimum of seven (7) years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. Ability to work independently and innovatively. Ability to take charge and make appropriate independent decisions. Candidate must be registered with SANC and have a current receipt. Good interpersonal relations, communication and leadership skills.

- DUTIES** : Demonstrate basic understanding of human Resource policies and practice through effective implementation of PMDS, disciplinary processes, leave management and supply chain management procedures. To manage and monitor= proper utilisation of human, financial and physical resources. Compliance to Batho-Pele principles, key priorities areas and Ideal Hospital Realisation and Maintenance. Deputize the nursing managers in absence. Participate in hospital committees, training, coaching and mentoring of nurses under your supervision. Demonstrate creativity and innovation in implementation of service to ensure quality patient care. Management of data in accordance with DHIMS policy. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multidisciplinary team on a supervisory level to ensure good nursing care by nursing team. Work effectively, and amicably at a supervisory level, with person of diverse intellectual, cultural, racial or religious difference. Able to manage own work, time, and that of junior colleagues to ensure proper nursing service in unit. Ensure compliance with environmental health norms and standard and occupational health safety act. Ensure effective and efficient budget and assets control for the department.
- ENQUIRIES** : Ms. ME Polo Tel No: (016) 428 7130
- APPLICATIONS** : Applications must be submitted at Kopanong Hospital, 2 casino Road, Duncanville, at HR Officers. There is an application box at hospital entrance ask Security Officers on duty for assistance, Alternative, applications can be posted to Kopanong Hospital, Private Bag X031, Duncanville, 1930.
- NOTE** : Fully completed new Z83, CV, no attachments/ proof/ certified copies/ copies on application, Z83 and CV only: Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR office. People with Disabilities are Encouraged to Apply. If you did not hear from us within three months please consider your application unsuccessful. Medical surveillance will be conducted to successful candidate. Kopanong Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. The institutional Employment Equity Plan will be considered in the process in the filling the posts. Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV. Successful Candidates will be subjected to OHS Medical surveillance as required by HBA regulations within the OHS Act 85 of 1993, reference check and verification of qualifications will be conducted. Human Resources Department.
- CLOSING DATE** : 31 May 2023
- POST 16/178** : **PROFESSIONAL NURSE GRADE 1 – GRADE 2 (OPHTHALMIC NURSING SCIENCE) REF NO: EHD2023/O5/23**
Directorate: Primary Health Care
Re-Advertisement, Applicants that previously applied are encouraged to re-apply.
- SALARY** : Grade 1: R431 265 – R497 193 per annum, (plus benefits)
Grade 2: R528 696 – R645 720 per annum, (plus benefits)
- CENTRE** : Ekurhuleni Health District (NSDR)
- REQUIREMENTS** : Grade 12 Certificate with Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Ophthalmic Nursing Science). **Grade 1:** Post basic qualification, with at least 4 years appropriate /Recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least one year post basic nursing qualification in Ophthalmic Nursing Science. Registration certificate with SANC as a Professional Nurse. **Grade 2:** Post basic qualification, with at least 14 years relevant experience after registration as Professional Nurse, of which 10 years must be in specialty after obtaining post-Basic qualification. Driver's license is essential.
- DUTIES** : Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal framework. Effective utilization of human, material and service resources. Routine eye screening of patients in various facilities in the Southern Sub-District. Performing fundoscopy for all diabetes

		mellitus and hypertensive patients in the facility and surrounding clinics. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards.
<u>ENQUIRIES</u>	:	Ms G.S Mateza Tel No: (011) 565 - 5163
<u>APPLICATIONS</u>	:	should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	26 May 2023
<u>POST 16/179</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY) THEATRE (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	R431 265 – R497 193 per annum
<u>CENTRE</u>	:	Far East Rand Hospital
<u>REQUIREMENTS</u>	:	Basic nursing diploma/degree a professional nurse registered with South African Nursing Council. The incumbent must have a post basic nursing qualification in theatre with the duration of at least 1 year accredited with SANC. Knowledge of all legislation relevant to health care services.
<u>DUTIES</u>	:	Incumbent will work under the direct supervision of the operational manager in his/her area of allocation. The provision of nursing care according to the scope of practise of nurses for his/her category will be his/her responsibility. Adherence to the principles of nursing practise according to the scope of practice, all quality assurance standards as well as set rules and standards of nursing in his/her area. Promotion of professionalism and leading by examples at all times. Co-ordination of activities of other health team members. Incumbent will be a shift leader of the nursing team and relieving of the operational manager. Ensuring that all quality assurance standards and other health mandates are implemented during his/her shift.
<u>ENQUIRIES</u>	:	Ms K Tinghiti Tel No: 011 812 8317/8313
<u>APPLICATIONS</u>	:	Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
<u>NOTE</u>	:	Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. Curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. The communication from the HR department of the institution regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA)

and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

- CLOSING DATE** : 26 May 2023
- POST 16/180** : **PROFESSIONAL NURSE SPECIALTY PNB-1 THEATRE REF NO: 2023/05/THEA/HJH (X2 POSTS)**
- SALARY** : R431 265 per annum, plus benefits
CENTRE : Helen Joseph Hospital
REQUIREMENTS : A Basic R425 qualification accredited by SANC (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. A post-basic nursing qualification with duration of at least one (1) year, accredited with the SANC in the relevant specialty. A minimum of 4 years' appropriate/ recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing.
- DUTIES** : Ensure effective communication within the Unit. Ensure effective commutation and smooth running within the unit. Develop policies and protocols for the unit. Knowledge of unit equipment usage and management thereof. Ensure optima specific nursing care is maintained. Lead when there is a disaster (internal and external). Be able to apply and implement procedures as per scope of practice. Manage and deal with difficult stakeholders. Supervision and control of all material resources and manage cost. Strict control of equipment and budget of department. Liaise with hospital management regarding complex issues. Maintain and respect the hospital brand statement, vision, and mission in all interactions. Create customer friendly environment. Maintain sound relations with all stakeholders and team within the department. Ensure optimal utilizations of personnel in the unit. Ability to deal with conflicts and knowledge of DoH policies. Ensure and have knowledge Ideal Hospital Realization Standards. Manage PMDS of subordinates. Management of complaints.
- ENQUIRIES** : Ms. T.G Baloyi Tel No: (011) 489 0896
APPLICATIONS : Applications must be submitted at Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Johannesburg. (There is an application box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X47, Auckland Park, 2006.
- FOR ATTENTION** : Human resources department
NOTES : Helen Joseph Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. The Institutional Employment Equity Plan will be considered in the process of filling the posts. Applications must be submitted on a New Version of Z83 Form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated cv. Copies need not be certified when applying for this post. The communication from HR department regarding the requirements for certified documents 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 communication from HR. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993, reference check and verification of qualifications will be conducted. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. Applications should be delivered by 12h00 (Noon) on the closing date.
- CLOSING DATE** : 26 May 2023
- POST 16/181** : **PROFESSIONAL NURSE SPECIALTY PNB-1 ORTHOPEADIC REF NO: 2023/05/ORTH/HJH (X2 POSTS)**
- SALARY** : R431 265 per annum, plus benefits
CENTRE : Helen Joseph Hospital
REQUIREMENTS : A Basic R425 qualification accredited by SANC (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. A post-basic nursing qualification with duration of at least one (1) year, accredited with

		the SANC in the relevant specialty. A minimum of 4 years' appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Ensure effective communication within the Unit. Ensure effective commutation and smooth running within the unit. Develop policies and protocols for the unit. Knowledge of unit equipment usage and management thereof. Ensure optima specific nursing care is maintained. Lead when there is a disaster (internal and external). Be able to apply and implement procedures as per scope of practice. Manage and deal with difficult stakeholders. Supervision and control of all material resources and manage cost. Strict control of equipment and budget of department. Liaise with hospital management regarding complex issues. Maintain and respect the hospital brand statement, vision, and mission in all interactions. Create customer friendly environment. Maintain sound relations with all stakeholders and team within the department. Ensure optimal utilizations of personnel in the unit. Ability to deal with conflicts and knowledge of DoH policies. Ensure and have knowledge Ideal Hospital Realization Standards. Manage PMDS of subordinates. Management of complaints.
<u>ENQUIRIES</u>	:	Ms. T.G Baloyi Tel No: (011) 489 0896
<u>APPLICATIONS</u>	:	Applications must be submitted at Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Johannesburg. (There is an application box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006.
<u>FOR ATTENTION NOTE</u>	:	Human resources department
	:	Helen Joseph Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. The Institutional Employment Equity Plan will be considered in the process of filling the posts. Applications must be submitted on a New Version of Z83 Form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recently updated cv. Copies need not be certified when applying for this post. The communication from HR department regarding the requirements for certified documents 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 communication from HR. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993, reference check and verification of qualifications will be conducted. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. Applications should be delivered by 12h00 (Noon) on the closing date.
<u>CLOSING DATE</u>	:	26 May 2023
<u>POST 16/182</u>	:	<u>PROFESSIONAL NURSE SPECIALTY PNB-1 NEPHROLOGY/ RENAL REF NO: 2023/05/NEPH/HJH (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R431 265 per annum, plus benefits Helen Joseph Hospital
	:	A Basic R425 qualification accredited by SANC (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. A post-basic nursing qualification with duration of at least one (1) year, accredited with the SANC in the relevant specialty. A minimum of 4 years' appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Ensure effective communication within the Unit. Ensure effective commutation and smooth running within the unit. Develop policies and protocols for the unit. Knowledge of unit equipment usage and management thereof. Ensure optima specific nursing care is maintained. Lead when there is a disaster (internal and external). Be able to apply and implement procedures as per scope of practice. Manage and deal with difficult stakeholders. Supervision and control of all material resources and manage cost. Strict control of equipment and budget of department. Liaise with hospital management regarding complex issues. Maintain and respect the hospital brand statement, vision, and mission in all interactions. Create customer friendly environment. Maintain sound relations with all stakeholders and team within the department. Ensure optimal utilizations of personnel in the unit. Ability to deal with conflicts and knowledge

		of DoH policies. Ensure and have knowledge Ideal Hospital Realization Standards. Manage PMDS of subordinates. Management of complaints.
<u>ENQUIRIES</u>	:	Ms. T.G Baloyi Tel No: (011) 489 0896
<u>APPLICATIONS</u>	:	Applications must be submitted at Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Johannesburg. (There is an application box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006.
<u>FOR ATTENTION</u>	:	Human resources department
<u>NOTE</u>	:	Helen Joseph Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. The Institutional Employment Equity Plan will be considered in the process of filling the posts. Applications must be submitted on a New Version of Z83 Form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recently updated cv. Copies need not be certified when applying for this post. The communication from HR department regarding the requirements for certified documents 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 communication from HR. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993, reference check and verification of qualifications will be conducted. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. Applications should be delivered by 12h00 (Noon) on the closing date.
<u>CLOSING DATE</u>	:	26 May 2023
<u>POST 16/183</u>	:	<u>PROFESSIONAL NURSE SPECIALTY PNB-1 TRAUMA REF NO: 2023/05/TRAU/HJH (X2 POSTS)</u>
<u>SALARY</u>	:	R431 265 per annum, plus benefits
<u>CENTRE</u>	:	Helen Joseph Hospital
<u>REQUIREMENTS</u>	:	A Basic R425 qualification accredited by SANC (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. A post-basic nursing qualification with duration of at least one (1) year, accredited with the SANC in the relevant specialty. A minimum of 4 years' appropriate/ recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Ensure effective communication within the Unit. Ensure effective commutation and smooth running within the unit. Develop policies and protocols for the unit. Knowledge of unit equipment usage and management thereof. Ensure optima specific nursing care is maintained. Lead when there is a disaster (internal and external). Be able to apply and implement procedures as per scope of practice. Manage and deal with difficult stakeholders. Supervision and control of all material resources and manage cost. Strict control of equipment and budget of department. Liaise with hospital management regarding complex issues. Maintain and respect the hospital brand statement, vision, and mission in all interactions. Create customer friendly environment. Maintain sound relations with all stakeholders and team within the department. Ensure optimal utilizations of personnel in the unit. Ability to deal with conflicts and knowledge of DoH policies. Ensure and have knowledge Ideal Hospital Realization Standards. Manage PMDS of subordinates. Management of complaints.
<u>ENQUIRIES</u>	:	Ms. T.G Baloyi Tel No: (011) 489 0896
<u>APPLICATIONS</u>	:	Applications must be submitted at Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Johannesburg. (There is an application box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X 47, Auckland Park, 2006.
<u>FOR ATTENTION</u>	:	Human resources department
<u>NOTES</u>	:	Helen Joseph Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. The Institutional Employment Equity Plan will be considered in the process of filling the posts. Applications must be submitted on a New Version of Z83 Form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recently updated cv. Copies need not be certified when applying for this post. The communication

from HR department regarding the requirements for certified documents 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 communication from HR. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993, reference check and verification of qualifications will be conducted. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. Applications should be delivered by 12h00 (Noon) on the closing date.

- CLOSING DATE** : 26 May 2023
- POST 16/184** : **LECTURER PND1/PND2 DIPLOMA IN NURSING REF NO: REFS/015688 (X13 POSTS)**
 Directorate: Gauteng College of Nursing (GCON)
 Term of Appointment: Permanent or Permanent on probation
- SALARY** : PND1: R431 265 - R497 193 per annum, (plus benefits)
 PND2: R528 696 - R683 838 per annum, (plus benefits)
- CENTRE REQUIREMENTS** : Chris Hani Baragwanath Campus
 Senior Certificate or equivalent qualification. Basic qualifications accredited with South African Nursing Council (SANC) in terms of Government Notice R425 (i.e., Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse and Midwife. Degree in Nursing. Diploma/Degree in Nursing Education registered with SANC. Master's Degree in nursing will be an advantage. Applicant must be registered with South African Nursing Council (SANC) as Professional Nurse and Midwife. Minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse for PND1. Minimum of four (4) years appropriate and recognizable nursing experience after registration as a Professional Nurse and ten (10) years appropriate and recognizable experience in nursing education after obtaining the one-year post-basic qualification in Nursing Education for **PND2**. Knowledge and ability to apply South African Nursing Council Code of Ethics, Nursing Standards, Scope of Practice, and all relevant regulations. Must be computer literate. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Valid driver's license.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of nursing programmes; provide theoretical and clinical instructions, and conduct evaluations of Nursing programmes; clinical accompaniment, supervision and implementation of assessment strategies to determine student competencies; exercise control over students; provide students' guidance and support towards attainment of minimum course requirements as set by SANC. Support the mission of the College by serving in Committees, attending, and participating in meetings and College/Campus activities. Promote the image of the College; participate in research relevant to Nursing Education. Develop, review, and evaluate curriculum. Engage in own Continuous Professional Development (CPD) related to own area of practice and to Nursing Education.
- ENQUIRIES APPLICATIONS** : Mrs. T.I Sithole Tel No: 011 983 3010
 Applications should be submitted only online on <http://professionaljobcentre.gpg.gov.za>
- NOTE** : Applicants must submit a fully completed new Z83 (81/971431) and a detail Curriculum Vitae only. New Z83 application form can be obtained from Department of Public Service and Administration (DPSA) website. Only shortlisted candidates/applicants will be contacted to submit certified copies of your I.D, current SANC receipt, valid driver's license, and qualifications, copy of service record in Nursing Education after the assessment of the submitted job application in order to alleviate administration burden and cost for applicants. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting. Contactable referees quoted on the CV. State all your competencies, training and knowledge in your C.V. Smart card must be copied both sides (Driver's license and ID). Employment history must reflect the complete calendar date (e.g., 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records, and financial records) and the verification of educational qualifications certificates. It is the applicant's

responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. Correspondence will be limited to shortlisted candidates. CHBC 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. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department.

CLOSING DATE : 31 May 2023

POST 16/185 : **PROFESSIONAL NURSE SPECIALTY PNB-1 ICU REF NO: 2023/05/ICU/HJH (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R431 265 per annum, plus benefits
: Helen Joseph Hospital
: A Basic R425 qualification accredited by SANC (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. A post-basic nursing qualification with duration of at least one (1) year, accredited with the SANC in the relevant specialty. A minimum of 4 years' appropriate/ recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing.

DUTIES : Ensure effective communication within the Unit. Ensure effective commutation and smooth running within the unit. Develop policies and protocols for the unit. Knowledge of unit equipment usage and management thereof. Ensure optima specific nursing care is maintained. Lead when there is a disaster (internal and external). Be able to apply and implement procedures as per scope of practice. Manage and deal with difficult stakeholders. Supervision and control of all material resources and manage cost. Strict control of equipment and budget of department. Liaise with hospital management regarding complex issues. Maintain and respect the hospital brand statement, vision, and mission in all interactions. Create customer friendly environment. Maintain sound relations with all stakeholders and team within the department. Ensure optimal utilizations of personnel in the unit. Ability to deal with conflicts and knowledge of DoH policies. Ensure and have knowledge Ideal Hospital Realization Standards. Manage PMDS of subordinates. Management of complaints.

ENQUIRIES APPLICATIONS : Ms. T.G Baloyi Tel No: (011) 489 0896
: Applications must be submitted at Helen Joseph Hospital, No. 1 Perth Road Auckland Park, Johannesburg. (There is an application box at hospital entrance – ask Security Officers on duty for assistance). Alternatively, applications can be posted to Helen Joseph Hospital Private Bag X47, Auckland Park, 2006.

FOR ATTENTION NOTE : Human resources department
: Helen Joseph Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. The Institutional Employment Equity Plan will be considered in the process of filling the posts. Applications must be submitted on a New Version of Z83 Form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated cv. Copies need not be certified when applying for this post. The communication from HR department regarding the requirements for certified documents 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 communication from HR. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993, reference check and verification of qualifications will be conducted. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. Applications should be delivered by 12h00 (Noon) on the closing date.

CLOSING DATE : 26 May 2023

POST 16/186 : **ASSISTANT DIRECTOR: LOGISTICS REF NO: EHD2023/O5/24**
 Directorate: Logistics
 Re-Advertisement, Applicants that previously applied are encouraged to re-apply.

SALARY : R424 104- R496 467 per annum, (plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Grade 12 with an appropriate diploma/degree in logistic/ supply chain management or equivalent qualification with minimum of five (5) years relevant experience in Logistic Management/ supply chain of which 3 years should be at supervisory level. Experience in a Health environment will be an added advantage. Good report writing skills, be prepared to work under pressure. Have a good organizational planning. Conflict management skills. A good understanding of the Public Service Legislation and prescripts including PFMA, Finance and Human resource management skills, Fleet management, Records management, Asset Management, PAIA, PAJA and Warehouse Management. Knowledge and understanding of Centralized Supplier Database, (CSD). Knowledge and understanding of SCM prescripts, PFMA, PPPFA, BBBEE Act, National Treasury Regulations, Employment Equity Act, Labour Relations Act. Driver's license and computer literacy are essential.

DUTIES : Plan, Organize, Lead, and control all activities of the sub-directorate. Manage and provide overall support to the sub-directorate. Facilitate the compilation of the operational plan, ensure that government fleet is managed according to standards, minimize litigations by ensuring that patients and other records are managed according to prescripts. Implement file plan, ensure that assets are accounted for in the asset register and that all warehoused within the district are also managed according to prescripts. Ensure compilation of monthly reports. Do spot checks/ unannounced visits to the sub-directorate's sections. Have regular meetings with subordinates. Report performance of the sub-directorate to immediate supervisor or head of directorate. Identify training needs for subordinates. Ensure staff development. Manage all resources allocated to sub-directorates. Ensure that all demand and procurement plan for various sections within the span of control are developed and consolidated. The incumbent will oversee Records Management, Asset Management, Registry, Transport Management and Warehouse Management.

ENQUIRIES : Mr L. Ngoye Tel No: 011 876 1724
APPLICATIONS : should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.

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

CLOSING DATE : 26 May 2023

- POST 16/187** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: EHD2023/O5/25**
 Directorate: Human Resources Management
 Re-Advertisement, Applicants that previously applied are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R424 104- R496 467 per annum, (plus benefits)
 : Ekurhuleni Health District (SSDR)
 : Grade 12 with an appropriate National Diploma or Degree in Human Resources Management with minimum of five (5) years relevant experience in Human Resource environment as a generalist of which 3 years should be on supervisory level. Experience in a Health environment will be an added advantage. Successful completion of PERSAL training course. Knowledge and understanding of Public Service legislative framework. Extensive knowledge and experience of the PERSAL system and Human Resource Administration processes. Knowledge of the Public Service Act, Public Finance Management Act, Labour Relations Act, Skills Development Act, and other Legislative Prescripts that govern Human Resource Management. Good writing and communication skills. Must have leadership, planning, organizing, problem solving and conflict management skills. Ability to multitask and prioritize. Ability to work in a high volume and highly pressurized environment. Driver's license and computer literacy (MS Word, MS Excel, and PowerPoint) is essential.
- DUTIES** : Lead and manage the Human Resource teams in the Subdistrict. Manage HR budget. Implement and interpret policies, directives, and guidelines. Implement and maintain sound quality management systems, including applicable legislation, policies, good practice, and standards. Manage Recruitment & Selection processes. Provide training, guidance and support to HR staff and line managers. Approve and qualify all mandates and transactions related to appointments, transfers, terminations, salary administration and management of condition of service etc. Manage OSD appointments, grade progressions for OSD and non OSD. Ensure that PERSAL related transactions and mandates forwarded Gauteng Department of E-Government are captured correctly. Manage staff establishment and post filling. Draw up a post filling plan. Implement Policy and procedures on Incapacity leave and Ill- Health Retirement (PILIR). Provide strategic and operational support to staff and line managers. Manage the Performance Management and Development System (PMDS) and the implementation thereof. Compile and submit reports or any other HR related submissions. Manage audit queries. Manage and implement ORW, Declaration of Financial Disclosures/edisclosures. Monitor overtime and capturing of the authorization for overtime. Manage leave and work attendance by staff. Ensure that leaves are correctly and timeously captured on PERSAL. Serve on relevant statutory committees as required. Develop and implement relevant strategic and Operational Plans with monitoring and evaluations to achieve Hospital Objectives. Manage and report as a Sub district on items captured on the District HR Risk Register. Prepare and submit consolidated monthly, quarterly and annual reports to the Manager. The candidate will be indirectly reporting to the Deputy Manager Nursing of the Sub-District.
- ENQUIRIES APPLICATIONS** : Mr A.A Mdunyelwa Tel No: 011 876 1721
 : should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment

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

- CLOSING DATE** : 26 May 2023
- POST 16/188** : **ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN REF NO: ASD FIN/04**
Directorate: Finance
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09), excluding benefits
: Wits Oral Health Centre
: A tertiary qualification (NQF level 7) in Financial Management/Accounting/Supply Chain Management/Logistics and other related fields. Three to five (3-5) years relevant experience in Financial Management and Supply Chain Management. The 3-5 years' experience must have been continuous in a supervisory role. Knowledge and experience in budget, expenditure, procurement, assets and revenue. Good understanding of Financial management and Supply Chain Policies & Procedures such as PFMA, Treasury regulations, PPPFA, SCM procedures and delegations of authority including transversal systems e.g. BAS, LOGIS, HIS, PAAB, SAP, ESS, etc. Must have Good understanding of conditional grants. Good communication and report writing skills, Presentation and interpersonal skills. Computer literate with extensive knowledge of excel Spreadsheet. Able to work under pressure.
- DUTIES** : The incumbent will manage Finance and Supply Chain Management including Assets management. Co-ordinate and compile the Institutional budget and ensure compliance with prescripts. Compile statutory reports and ensure timeous submission of monthly, quarterly and annual reports including MTEF reports such as budget, expenditure, revenue and supply chain. Monitor expenditure trends against budget and conditional grants. Coordinate the to the compilation of the institutional demand management and procurement plan. Verify payment processes in the institution. Ensure proper controls and systems are in place to manage the workflow in the division and attend to audit queries. Manage and supervise staff. Ensure timeous collection of revenue.
- ENQUIRIES APPLICATIONS** : Ms MS Raphalo. Synthia.raphalo@wits.ac.za
: New Z83 applications must be send to Wits Oral Health Centre, Private Bag X15, Braamfontein, 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 255 Block 2 (Yellow Block), Parktown. No faxed or email applications will be accepted.
- NOTE** : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact number and e-mail addresses of three recent (3) referees. Certified copies of Identity Document and the highest required qualifications, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. Applications received after the closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.
- CLOSING DATE** : 26 May 2023
- POST 16/189** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: SBAH 0032/2023 (X1 POST)**
Directorate: Human Resource Management
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum, plus benefits
: Steve Biko Academic Hospital
: A Grade 12 certificate plus an appropriate Degree or National Diploma in Human Resource Management with minimum of 5 years' experience on a supervisory level. The experience must be as an HR Generalist. Knowledge and understanding of Public Service Legislative framework; Public Service Act, Public Finance Management Act, ect, and other prescripts that govern Human Resource Management in the Public Services. Extensive knowledge of the

Persal system. Computer literate. Good writing and communication skills, Presentation skills. Must have leadership skills; planning, organizing and problem-solving skills. Must have the ability to interact with diverse stakeholders. Must have good interpersonal relation and ability to work under pressure. Must have knowledge of Quality Assurance in the Public Health and customer care services. Must have a valid Driver's license.

DUTIES : To lead a Human Resource unit and to support management and staff at the hospital in terms of Human Resource Management to ensure quality health care. To support units within the hospital to monitor and evaluate their performance in key strategic performance areas and manage their staff performance. Ensure prudent management of resource (human, financial and equipment) in the HR unit and the hospital. Ensure the training and development of staff in terms of the Skills Development Act. To ensure effective and efficient implementation Ethics management. Human Resource Information Management, fraud prevention and risk management. Monitoring and evaluating the implementation of gender mainstreaming. Employment equity and employment of People with Disabilities. Implementation of HIV/AIDS strategies according to departmental policies. Advice and assist line managers on Human Resource Management practices and Policies. Manage Human Resource Administration. Administer internal control and provide support to audit process. Management of Performance Management and Development System Perform other duties delegated by the supervisor.

ENQUIRIES : Mr JJ Ngcobo Tel No: 012 354 1661

APPLICATIONS : must be submitted to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 26 May 2023

POST 16/190 : **NUTRITIONIST GRADE 1- GRADE 3 REF NO: EHD2023/O5/26**
Directorate: Health Programmes

SALARY : Grade 1: R359 622 - R408 201 per annum, (plus benefits)
Grade 2: R420 015 – R477 771 per annum, (plus benefits)
Grade 3: R491 676 – R595 251 per annum, (plus benefits)

CENTRE : Ekurhuleni Health District (SSDR)

REQUIREMENTS : Grade 12 with appropriate qualification(degree) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as a Nutrition. A minimum of two years appropriate experience in community nutrition services. **Grade 1:** Less than 10 years relevant experience is required after registration with HPCSA as a Nutritionist. **Grade 2:** At least 10 years, but less than 20 years relevant experience after registration with HPCSA as a Nutritionist. **Grade 3:** 20 years and more relevant experience after registration with HPCSA as a Nutritionist. Knowledge and experience in nutrition and implementation of community-based nutrition part of INP. Comprehensive understanding of policies and legislation relevant to nutrition (local, national and international). Good communication skills (verbal and written), computer skills (e.g., Microsoft Office etc.), good interpersonal skills. Ability to work in a team, in changing environment and under pressure. Good financial management skills and knowledge of PFMA. A valid driver's license is essential.

DUTIES : Promote good health through community-based nutrition interventions. Provide technical support and training for the successful implementation of community-based nutrition part of Integrated Nutrition Programme (INP). Provide nutrition support to the old age homes. Participate in the funding process of the ECDs (information sessions, verifications, adjudications, signing of contracts, training of ECDs practitioners, monitoring of ECDs including menu planning for the ECDs) and other ECDs related nutrition interventions in your subdistrict and other allocated areas (subdistricts). Do baseline assessment in the ECDs

which includes weighing of children, height measurement, MUAC and administration of Vitamin A (in your subdistrict and other allocated areas (subdistricts)). Participate in community awareness campaigns. Implement and monitor nutrition related policies, protocols and guidelines. Monitor nutrition indicators in the Subdistrict and facilities and produce written quality reports. Order and maintain adequate supplies of nutrition stock for SFS & HAST and ensure effective stock control measures. Ensure sustainability of MBFI status in the facilities and produce written quality monitoring reports. Participate in planning, implementation, monitoring and evaluation of the programme according to prescribed policies, protocols and guidelines. Execute any other duties allocated by the immediate Supervisor or Manager.

**ENQUIRIES
APPLICATIONS**

: Ms. TW Sibanyoni Tel No: 011 – 876 1808
: to be sent to Ekurhuleni Health District, Hand Post and other means of posting delivery to 40 Catlin Street Germiston, 1400 or Private Bag X 1005, Germiston, 1400.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 26 May 2023

POST 16/191

: **NUTRITIONIST GRADE 1- GRADE 3 REF NO: EHD2023/O5/27**
Directorate: Health Programmes

**SALARY
CENTRE
REQUIREMENTS**

: Grade 1 – Grade 3: R359 622 – R595 251 per annum, (plus benefits)
: Ekurhuleni Health District (ESDR)
: Grade 12 with appropriate qualification(degree) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as a Nutritionist. A minimum of two years appropriate experience in community nutrition services. **Grade 1:** Less than 10 years relevant experience is required after registration with HPCSA as a Nutritionist. **Grade 2:** At least 10 years, but less than 20 years relevant experience after registration with HPCSA as a Nutritionist. **Grade 3:** 20 years and more relevant experience after registration with HPCSA as a Nutritionist. Knowledge and experience in nutrition and implementation of community-based nutrition part of INP. Comprehensive understanding of policies and legislation relevant to nutrition (local, national and international). Good communication skills (verbal and written), computer skills (e.g., Microsoft Office etc.), good interpersonal skills. Ability to work in a team, in a changing environment and under pressure. Good financial management skills and knowledge of PFMA. A valid driver's license is essential.

DUTIES

: Promote good health through community-based nutrition interventions. Provide technical support and training for the successful implementation of community-based nutrition part of Integrated Nutrition Programme (INP). Provide nutrition support to the old age homes. Participate in the funding process of the ECDs (information sessions, verifications, adjudications, signing of contracts, training of ECDs practitioners, monitoring of ECDs including menu planning for the ECDs) and other ECDs related nutrition interventions in your subdistrict and other allocated areas (subdistricts). Do baseline assessment in the ECDs which includes weighing of children, height measurement, MUAC and

administration of Vitamin A (in your subdistrict and other allocated areas (subdistricts). Participate in community awareness campaigns. Implement and monitor nutrition related policies, protocols and guidelines. Monitor nutrition indicators in the Subdistrict and facilities and produce written quality reports. Order and maintain adequate supplies of nutrition stock for SFS & HAST and ensure effective stock control measures. Ensure sustainability of MBFI status in the facilities and produce written quality monitoring reports. Participate in planning, implementation, monitoring and evaluation of the programme according to prescribed policies, protocols and guidelines. Execute any other duties allocated by the immediate Supervisor or Manager.

- ENQUIRIES** : Ms. TW Sibanyoni Tel No: 011 – 876 1808
- APPLICATIONS** : Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston, 1400 or Private Bag X1005, Germiston, 1400.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 26 May 2023
- POST 16/192** : **MEDICAL BIOLOGICAL SCIENTIST / CINICAL TECHNOLOGIST REF NO: SBAH 0031/2023 (X3 POSTS)**
Directorate: Reproductive Biology Laboratory
- SALARY** : R359 622 per annum, plus benefits
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : Bsc honours in a relevant field (Reproductive Biology/ Physiology/Cell Biology) or BTech (Reproductive Biology). Current Independent practice registration at the HPCSA as Medical Biological Scientist or Clinical Technologist, in the category Reproductive Biology. Skilled in basic theoretical and practical aspects of Assited Reproductive Technology laboratory procedures including semen processing. Embryo culture, micromanipulation and cryopreservation techniques.
- DUTIES** : Demonstrate a working knowledge in the field of human Assisted Reproductive Technology (ART), including Embryology and Andrology. The candidate will be expected to partake in procedures including: Andrology services (semen analyses, sperm processing and decontamination), human embryo culture (conventional culture and time-lapse culture, micromanipulation, double witnessing), database use and upkeep (including SARA/ANARA); assist in the practical and theoretical training of Assisted Reproduction interns according to HPCSA regulations and (iv) meet milestone targets, with detailed attention to time management and multi-tasking.
- ENQUIRIES** : Prof C Huyser Tel No: 012 354 2067/2208
- APPLICATIONS** : must be submitted to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR

on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

- CLOSING DATE** : 26 May 2023
- POST 16/193** : **DIETITIAN (X1 POST)**
Directorate: Allied
- SALARY** : R359 622 – R408 201 per annum
CENTRE : Far East Rand Hospital
REQUIREMENTS : Bachelor of Science Degree in Dietetics, registration with HPCSA as an independent practitioner Dietician. The candidate should be a dynamic individual who adapts well to change and should be able to work within the multidisciplinary team. Should be willing to rotate within allocated areas in the hospital and offer professional and effective services. Plan and implement health awareness campaigns and staff in-service training. Computer literacy, communication skills and good interpersonal skills are essential.
- DUTIES** : Provide Dietetics services to both in and outpatients through efficient and professional assessment and treatment within various areas of the hospital using evidence-based treatment techniques. Provide mentorship and guidance to community service therapists and students as needed. Make appropriate referrals when necessary. Adhere to record keeping standards, NCS and other quality assurance requirements. Develop own skills and knowledge on continuing basis by participating in regular MDT case discussions, identifying and attending relevant courses, workshops, work groups etc. Adhering to all prescribed policies and principles of department of health e.g. Batho Pele principles, Patient Rights et. Plan and implement health awareness campaigns and staff in-service training. Effectively execute all patient and departmental related administrative tasks including data compilation, stock management, reports and statistics etc. participate and implement departmental policies to ensure effective departmental standards and effective service delivery line with national standards. Adherence to PMDS processes.
- ENQUIRIES** : Ms. M Motsele Tel No: 011 812 8566
APPLICATIONS : Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. The communication from the HR department of the institution regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.
- CLOSING DATE** : 26 May 2023
- POST 16/194** : **OCCUPATIONAL THERAPY (X1 POST)**
Directorate: Allied
- SALARY** : R359 622 – R408 201 per annum
CENTRE : Far East Rand Hospital
REQUIREMENTS : Degree in Occupational Therapy, registration with HPCSA as an independent practitioner. The candidate should be a dynamic individual who adapts well to change and should be able to work with the multidisciplinary and effective services. Plan and implement health awareness campaigns and staff in-service

- training. Computer literacy, communication skills and good interpersonal skills are essential.
- DUTIES** : Provide Occupational Therapy services to both in and outpatients through efficient and professional assessment and treatment within various areas of the hospital using evidence-based treatment techniques. Provide mentorship and guidance to community service therapists and students as needed. Make appropriate referrals when necessary. Adhere to record keeping standards, NCS and other quality assurance requirements. Develop own skills and knowledge on continuing basis by participating in regular MDT case discussions, identifying and attending relevant courses, workshops, work groups etc. Adhering to all prescribed policies and principles of department of health e.g. Batho Pele principles, Patient Rights et. Plan and implement health awareness campaigns and staff in-service training. Effectively execute all patient and departmental related administrative tasks including data compilation, stock management, reports and statistics etc. participate and implement departmental policies to ensure effective departmental standards and effective service delivery line with national standards. Adherence to PMDS processes.
- ENQUIRIES APPLICATIONS** : Ms. M Motsele Tel No: 011 812 8566
: Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. The communication from the HR department of the institution regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.
- CLOSING DATE** : 26 May 2023
- POST 16/195** : **PRODUCTION SOCIAL WORKER GRADE 1 (X1 POST)**
Directorate: Allied
- SALARY CENTRE REQUIREMENTS** : R294 411 – R338 712 per annum
: Far East Rand Hospital
: Grade12. A bachelor's degree in Social Work. Computer literacy (Power point and excel). Valid registration with SACSSP. Relevant experience in the social work field and Health Care services.
- DUTIES** : Conduct psycho-social assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions. Study, interpret, apply and give information on policies and legislation. Keep up to date with developments in the social work and social welfare fields. Perform all the administrative functions required of the job. Compile weekly and monthly statistics. Liaise with internal and external stakeholders. Record keeping and audit. Establish good working relationship with internal and external stakeholders. Participate in the implementation of quality assurance policies and develop appropriate quality improvement plan for Social Work Services. Attend all relevant internal and external meetings. Ensure continuous professional development activities.
- ENQUIRIES APPLICATIONS** : Ms. N Ntabane Tel No: 011 812 8421
: Applications should be Submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
- NOTE** : Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with

detailed description of duties and names of two referees who are current/previous supervisors. The communication from the HR department of the institution regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

- CLOSING DATE** : 26 May 2023
- POST 16/196** : **LABOUR RELATIONS OFFICER REF NO: LRO/01/23**
Directorate: Human Resources
- SALARY** : R294 321 per annum (Level 07), excluding benefits
CENTRE : WITS Oral Health Centre
REQUIREMENTS : An appropriate 3-years relevant tertiary qualification diploma (NQF Level 6) in Industrial Relations/Labour Relations/Labour Law and/or Human Resource Management. A minimum of 3 to 5 years of relevant experience within a Labour Relations portfolio in the public sector. Sound knowledge of labour legislation and prescripts within the Public sector domain. Sound Knowledge of LRA, BCEA, PSA, PSR and relevant public service regulations and policies. Demonstrable experience in project management, collective bargaining and LR processes. Sound conflict-handling skills. Good organisational and interpersonal skills. Computer literate (MS Word, MS Excel, MS PowerPoint, and Outlook). Good communication skills (written and verbal). Strategic thinking and meticulous record keeping. A valid driver's licence.
- DUTIES** : Investigate misconduct cases and compile investigation reports. Management of Discipline, represent the institution during a formal disciplinary hearing, provide advice on informal disciplinary hearings and ensure the implementation of disciplinary procedures and ensure compliance on finalization of cases. Investigate and finalise all grievances and complaints received from employees in the institution. Coordinate and provide support in terms of representing the institution in all disputes referred to the Public Service Sectoral Bargaining Council/General Public Service Sectoral Bargaining Council and the Commission for Conciliation, Mediation and Arbitration. Manage the information and records of all activities in the Labour Relations in the institution including Training to staff on Labour relations matters. Manage resources of the LR office. Monitor precautionary suspensions/transfers in the institution. Render advisory services to management and employees on dispute prevention and resolution. Monitor and evaluate labour relations trends in the institution. Facilitate training and advocacy on labour relations matters in the institution. Facilitate and chair the Multilateral/Bilateral Consultative activities in the institution. Provide monthly & quarterly reports to the Provincial Office and attend meetings/workshops. Assist the institution regarding facilitation of Training and Employment Equity activities and compile reports. Report to the HR Manager.
- ENQUIRIES** : Mr PF Monama- HR Manager Tel No: (011) 4812099
APPLICATIONS : New Z83 applications must be send to Wits Oral Health Centre, Private Bag X15, Braamfontein, 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Hospital Street, Area 254 (Yellow Block) Wits Dental Hospital Reception, Parktown. No faxed or email applications will be accepted.
- NOTE** : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact number and e-mail addresses of three recent (3) referees. Certified copies of Identity Document and the highest required qualifications where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result

in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. Applications received after the closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates. The employer reserves the right not to fill a position.

- CLOSING DATE** : 26 May 2023
- POST 16/197** : **FOOD SERVICE WORKER (MANAGER) REF NO: SBAH 0034/2023 (X1 POST)**
Directorate: Patient Administration and Logistics (Food Service)
- SALARY** : R294 321 per annum, plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : A National Diploma in Food Service Management / Food Beverage Management (3 years' HET level) or a BTech Degree in Food Service Management / Food and Beverage Management (4 years' HET level) or relevant qualification. Have a minimum of 5 years relevant Food Service Management experience in a Hospital environment. Good leadership, managerial and communication skills. Good report writing skills. Computer literate. Able to handle and work under pressure. High level of reliability. Catering skills. Knowledge of National and Provincial policies, procedures, acts and protocols governing food services. Knowledge of Policies, procedures acts and protocols related to quality assurance, infection control, hygiene and safety for Food Services. Knowledge of PFMA and supply chain regulations. Must have valid driver's licence.
- DUTIES** : Director control and administration of Food Service operations and staff in the Food Service unit. Ensuring all procedures are followed at the ordering, receiving, storing and issuing of stock. Ensure production procedures are adhered to and followed. Involved in menu planning and compiling master orders and give inputs in the departmental budget. Ensure portioning, distribution and serving procedures of meals are adhered to and followed. Ensure that client surveys and plate waste studies are conducted as prescribed. Ensure that Hygiene and Occupational health and safety measures and principles are adhered to and followed. Responsible for effective Human resource functions and optimal labour utilization. Ensure effective usage and management of equipment and give inputs in planning of equipment and utensils. Identify, plan and conduct relevant training for staff. Involved with training of Food Service and Dietetic students. Give inputs in operational plans for Food Service.
- ENQUIRIES** : Ms. E Dreyer Tel No: 012 354 2315
APPLICATIONS : must be submitted to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
- NOTE** : The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 26 May 2023
- POST 16/198** : **HUMAN RESOURCE OFFICER REF NO: EMS/HRO/07/2023 (X3 POSTS)**
- SALARY** : R294 321 per annum (Level 07), (plus benefits)
CENTRE : Emergency Medical Services
REQUIREMENTS : Grade 12 with 5 year's Human Resource Management experience OR Degree/National Diploma in Human Resource Management or Equivalent Qualification with a minimum of five (5) years' experience. Computer Literacy (MS Office). Must have knowledge and experience in PERSAL Systems (PERSAL certificate). Supervision skill, Ability to work under pressure and good communication skills (written and verbal). Excellent Administrative skills (Planning Organizing and Coordination Sound knowledge of Public Service Regulations, Public Service act, Occupational Health and safety act, PFMA

- and Knowledge of OSD policy, PMDS and other relevant Public Service Prescripts. A valid driver's licence.
- DUTIES** : Supervision of Staff. Effective and Efficient Implementation of Human Resource Management Administration such as Appointments, Transfers, Service terminations, Housing Allowances, Salary Administration Management, Leave Administration Management, Performance Management and Development Systems, Coordination of Training and Development of staff i.e. Student bursaries and Internship. Facilitate Recruitment and Selections processes. Injury on duty, PILIR, Ensure safekeeping and filing of HR related documents. Adhere to confidentiality Policy, provide guidance and advice to all relevant stakeholders, attending to enquiries from staff and Management. Provide advice and assistance to other Sectional Managers and staff regarding all HR functions. Attending meeting / workshops/forums. Writing of Submissions, memos, reports and presentations. Ensure that Quality Assurance is adhere to in HR. Performing Contracting and PMDS evaluation of subordinates. Appointment letters for Committee Panel members and to monitor Committees.
- ENQUIRIES APPLICATIONS** : Ms. Z. Jezi Tel No: 011 564 2027
- Applications must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311, Halfway House, 1685.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the signed new Form z83 obtainable from any Public Service Department or on the Internet at www.dpsa.gov.za/documents and a detailed curriculum vitae. If you have not been conducted within (3) months after the closing date, please accept that your application was successful.
- CLOSING DATE** : 26 May 2023
- POST 16/199** : **ADMINISTRATIVE OFFICER REF NO: EMS/ADM07/2023**
Directorate: Directorate: Emergency Medical Services
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07), (plus benefits)
: Emergency Medical Services H/O: Midrand
: Grade 12 Senior Certificate, an appropriate qualification in Records Management or equivalent. Three (3)years working experience in registry/records/administration. Knowledge of registry environment will added as advantage. Knowledge of the Public Service Act, records management and registry procedures, and filing systems. Good knowledge and understanding of departmental policies and procedures. Knowledge and understanding of PAIA act. Critical thinking, analytical, organisational, planning, interpersonal and computer skills. Ability to work under pressure and with a variety of people and teams. Attention to detail and initiative.
- DUTIES** : Coordinate departmental records and courier services. Facilitate file administration (allocation of file reference numbers, maintenance of file plan, etc.). Handling of incoming and outgoing correspondence. Rendering effective filling and records management. Opening and closing files according to record classification. Operating office machine in relation to the registry functions. Sort files for archiving and distribution. Promote effective management of counter service. Process documents for archiving and disposal.
- ENQUIRIES APPLICATIONS** : Ms. M Ramada Tel No: (011) 564 2008
- Applications with clearly marked reference numbers must be delivered to Emergency Medical Services, Continuity SA, Growth Point Business Park, Corner Old Pretoria Road and Tonneti Street, Midrand or posted to P.O Box 8311, Halfway House, 1685.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the signed new Form z83 obtainable from any Public Service Department or on the Internet at www.dpsa.gov.za/documents and a detailed curriculum vitae. If you have not been conducted within (3) months after the closing date, please accept that your application was successful.
- CLOSING DATE** : 26 May 2023
- POST 16/200** : **HUMAN RESOURCE OFFICER REF NO: ODI/24/04/2023/01**
- SALARY CENTRE** : R294 321 per annum (Level 07), (plus benefits)
: Odi District Hospital

- REQUIREMENTS** : Grade 12 with more than 10 years' experience in Human Resource Environment within the public sector or 3 years National Diploma in HRM and between 0- and 2-years' experience in Human Resource Environment within the public sector. Above average computer skills. Knowledge of HR prescripts and legislation related to the position functional areas, proven (hands on) experience and knowledge of PERSAL administration and functions, good communication skills, good interpersonal relations, and ability to work under pressure. Driver's license will be an added advantage.
- DUTIES** : The incumbent of the post will be responsible for the supervision of HR activities such as Recruitment and Selection, appointments, retentions, absorptions, Probationary matters, terminations, allowances, leave, MMS, SMS, OSD, other administrative related matters, Provides inputs for the improvement of HR administration procedures, guidelines and policies, proper control measures are put in place to administer and monitor the professional Human Resource administration advice and liaise with client in the Department. Promote Human Resource care and improve service delivery. Provide Human Resource Management information support (e.g., PERSAL report and statistics). Attend to AG request and queries, implement grade and pay progression, monitor and capturing of PMDS. Monitor staff establishment and payroll administration and pay slips.
- ENQUIRIES APPLICATIONS** : Mr. Phakgadi LS Tel No: 012 725 2553
: HR. Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag X509, Mabopane, 0190.
- NOTE** : Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualifications and other relevant documents on application but must submit detailed curriculum vitae. Communication from HR of the department regarding the requirements for certified copies of qualification and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.
- CLOSING DATE** : 26 May 2023
- POST 16/201** : **HUMAN RESOURCES TRAINING OFFICER 1 REF NO:10/2023 (X1 POST)**
Directorate: Human Resources
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum, (plus benefits)
: Kopanong Hospital
: The candidate must have Grade 12 with 10 years' relevant experience in HRD or Diploma /Degree in HRD/HRM with 3years experience in HRD. Knowledge and understanding of the Public Service legislation framework. Good understanding of Skills Development Act. Knowledge of PMDS and IQMS. Successful completion of PERSAL introduction course (certificate). Extensive knowledge of PERSAL and MIS. Computer literacy (MS office including MS Excel). Must be able to plan, organize and coordinate training within the institution. Good understanding of PSCBC resolutions and implementation of OSD. Candidate must have good presentation, project management, report writing, facilitation, research, communication, planning and organizing skills.
- DUTIES** : Implementation of HRD services (WSP, training, Bursaries, Internships and Learnerships programmes within the institution. Coordinate implementation of PMDS, Integrated Quality Management System and coordinate training of staff. Facilitate the development of job descriptions. Provide assistance on the development, review and implementation of Employment Equity Plan for the institution. Facilitate and implementation of EE Plan and HR Plan. Managing and Implementation of Pay and Grade Progression of staff at the institution. Attend and advice staff queried in relation to HRD and processes. Compile Monthly reports.
- ENQUIRIES APPLICATIONS** : Ms. JD Mojelele Tel No: (016) 428 7191
: must be submitted at Kopanong Hospital, 2 Casino Road, Duncanville, at HR Officers. There is an application box at hospital entrance ask Security Officers on duty for assistance, Alternative, applications can be posted to Kopanong Hospital, Private Bag X031, Duncanville, 1930.
- NOTE** : Fully completed new Z83, CV, no attachments/ proof/ certified copies/ copies on application, Z83 and CV only: Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR office. People with Disabilities are Encouraged to

Apply. If you did not hear from us within three months' please consider your application unsuccessful. Medical surveillance will be conducted to successful candidate. Kopanong Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. The institutional Employment Equity Plan will be considered in the process in the filling the posts. Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV. Successful Candidates will be subjected to OHS Medical surveillance as required by HBA regulations within the OHS Act 85 of 1993, reference check and verification of qualifications will be conducted.

- CLOSING DATE** : 31 May 2023
- POST 16/202** : **PRINCIPAL PERSONNEL OFFICER REF NO: EHD2023/O5/28**
Directorate: Human Resource Management
Re-Advertisement
- SALARY CENTRE REQUIREMENTS** : R294 321 - R343 815 per annum, (plus benefits)
: Ekurhuleni Health District (SSDR)
: Grade 12 with 5 years' experience in HR as a Generalist. Or Grade 12 with National Diploma/Degree in Human resources management with 3 years' experience in HR. Successful completion of PERSAL certificate. Extensive knowledge of PERSAL and HR prescripts. Computer literacy and a Driver's license is essential. Good understanding of PSCBC resolutions especially the implementation of OSD. Skills: leadership, Planning, organizing, Problem solving, communication, interpersonal and financial management. Ability to work under pressure.
- DUTIES** : Manage and render effective human resource unit at the Sub district level. Supervise and undertake more complex implementation and maintenance of human resource administration practices. HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods payroll etc.) Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, overtime, relocation, Pension, allowances etc.) Termination of service. Check and Approve transactions on PERSAL according to delegations. Performance Management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries that need level of the Supervisor. Supervise human resources staff. Allocate and ensure quality of work.
- ENQUIRIES APPLICATIONS** : Mr A.A Mdunyelwa Tel No: (011)876 - 1721
: Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston, 1400 or Private Bag X1005, Germiston, 1400.
- FOR ATTENTION NOTE** : Human Resource Manager
: Applicants that previously applied are encouraged to re-apply. No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 26 May 2023

<u>POST 16/203</u>	:	<u>LABOUR RELATION OFFICER REF NO: EHD2023/O5/29</u> Directorate: Human Resource Management Re-Advertisement
<u>SALARY</u>	:	R294 321 - R343 815 per annum, (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	Grade 12 with five years' experience in Labour Relations or a Diploma/degree in HRM/Labour Relations with a minimum of three years' experience in Labour Relations. Knowledge of relevant legislative prescripts and policies. Computer literacy and a valid driver's license is essential. Ability to decisively engage during consultation as well as good verbal and written communication skills.
<u>DUTIES</u>	:	Management of database and drafting reports to relevant bodies Support and advise all facility managers and employees on progressive discipline, management of misconducts and grievances. Promoting labour peace in the workplace between management, employees and organized labour. Initiate and promote training for management and staff. Management of misconduct cases i.e., presiding over cases, investigating cases, representing employer in the disciplinary hearings and facilitating the appeal process. Management of grievances in accordance with the provisions of grievance procedure. Provide support in the management of consultative structures and strike management. Participation and supporting various committees in the district such as Pilir, Medical Reviews, Employment Equity Committee, and any other committee. Perform all other duties that are delegated by the supervisor/manager.
<u>ENQUIRIES</u>	:	Ms M. Ramudzuli Tel No: (011) 876 - 1728
<u>APPLICATIONS</u>	:	Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston, 1400 or Private Bag X1005, Germiston, 1400.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	Applicants that previously applied are encouraged to re-apply. No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	26 May 2023
<u>POST 16/204</u>	:	<u>HEALTH INFORMATION OFICER REF NO: EHD2023/O5/30</u> Directorate: Primary Health Care Re-Advertisement
<u>SALARY</u>	:	R294 321 - R343 815 per annum, (plus benefits)
<u>CENTRE</u>	:	Ekurhuleni Health District (NSDR)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate with Diploma or Degree in Public Administration with minimum of 3 years' experience or Grade 12 with 5 years' experience in health information in Public Sector. Evidence of data management certificate (DHMIS, TIER.NET and HPRS). Computer literacy and driver's license is essential. Recommendations - Advanced computer literacy. Analytical and research skills. Good communication skills (written and verbal). Extensive experience in Health Information Systems. Experience in public-sector information and technology management will be an added advantage. Ability to work under pressure. Skills transfer and team orientated.
<u>DUTIES</u>	:	Support and maintenance of all data bases in the health information sub-district office such as WebDHIS, Tier.net and HPRS. Ensure that data processes at all levels are adhered to according to the DMHIS. policy. Facilitate/coordinate

development, implementation, integration and quality improvement of information system to monitor all data and programme related policies. Produce and generate reports as requested. Manage sub-district data capturers. Support facility staff with Health information related issues. Do facility audits. Facilitate training pertaining to Health Information and Monitoring & Evaluation. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES : Ms G.S Mateza Tel No: (011) 565 – 5163
APPLICATIONS : Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston, 1400 or Private Bag X1005, Germiston, 1400.
FOR ATTENTION : Human Resource Manager
NOTE :

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

CLOSING DATE : 26 May 2023

POST 16/205 : **ADMINISTRATIVE OFFICER (SCM) REF NO: EHD2023/O5/31**
 Directorate: Logistics
 Re-Advertisement

SALARY : R294 321 - R343 815 per annum, (plus benefits)
CENTRE : Ekurhuleni Health District (NSDR)
REQUIREMENTS : Grade 12 Certificate with Diploma or Degree in Logistics/ Supply Chain Management or equivalent with a minimum of 3 years' experience or Grade 12 with Five (5) years appropriate experience in Supply Chain Management or Logistics (Demand, Acquisition, Contract and Warehouse Management). Knowledge and understanding of SRM, PAS, SAP, and P-Card systems. Knowledge and understanding of Centralized Supplier Database, (CSD). Knowledge and understanding of SCM prescripts, PFMA, PPPFA, BBBEE Act, National Treasury Regulations, Employment Equity Act, Labour Relations Act. Good Communication (verbal and writing skills), Report Writing, Presentation, Financial Management Analysis, Planning, Organizing and Interpersonal Skills. Ability to work independently and under pressure. Driver's license and computer literacy is essential.

DUTIES : Render administrative support in issues pertaining to SCM for the Sub- District. Assist Managers by compiling the submissions correctly. Oversee the management of the Warehouse. Coordinate the Stocktaking thereof. Compile monthly stock recon. Coordinate and consolidate the Demand Plan for the Sub-District. Check the requisitions against Demand Plan before any commitment. Source suppliers on CSD on rotational basis and ensure compliance to SCM prescripts. Monitor the creation of Purchase Orders. Monitor the receiving of goods and services according to the Purchase Order. Management of contracts and avoid deviation. Render Secretarial functions to the Bid Specification Committee. Train End Users on any new developments within SCM. Preparation of reports for the Sub- District Manager, Facility Managers as well as the Supply Chain Manager. Deal with any discrepancies that might arise at your era of responsibility (Sub- District). Management of Human Resources. Perform all other duties that are delegated by the supervisor/manager.

ENQUIRIES : Ms G.S Mateza Tel No: (011) 565 – 5163

- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston, 1400 or Private Bag X1005, Germiston, 1400.
- FOR ATTENTION NOTE** : Human Resource Manager
: Applicants that previously applied are encouraged to re-apply. No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 26 May 2023
- POST 16/206** : **ADMINISTRATIVE OFFICER REF NO: EHD2023/O5/31**
Directorate: Primary Health Care
Re-Advertisement
- SALARY CENTRE REQUIREMENTS** : R294 321 - R343 815 per annum, (plus benefits)
: Ekurhuleni Health District (Ethafeni CHC)
: Grade 12 Certificate or equivalent qualification with minimum of 5 years' experience in patients' administration or National diploma/degree in public administration/ Office administration/ Public management with 3 years' experience in patients' administration. Must have knowledge in records management, have good communication skills. DHMIS Certificate will be an added advantage. Driver's license and computer literacy is essential.
- DUTIES** : Perform administrative duties, relating to client's records. Planning and organizing operations of the junior administration clerks and data capturers. Management of waiting time. Compliance to ideal clinic and national core standard. Provide secretarial services in the facility. Implement and monitor booking system, retrieval of files, file flow and HPRS system. Order and monitor stock ensuring availability of stationery and other consumables in the facility. Write memos, letters and any other documents as requested by the Supervisor. Manage and support patients and staff services in the facility. Perform all other duties as delegated by the Supervisor/Manager.
- ENQUIRIES APPLICATIONS** : Mr T. Matlou at 066 582 5332
: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston 1400 or Private Bag X1005, Germiston, 1400.
- FOR ATTENTION NOTE** : Human Resource Manager
: Applicants that previously applied are encouraged to re-apply. No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity

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

CLOSING DATE

: 26 May 2023

POST 16/207

: **PROFESSIONAL NURSE GRADE 1 – GRADE 3 REF NO: EHD2023/O5/32**
Directorate: Mental Health
Re-Advertisement

SALARY

: Grade 1: R293 670 - R337 860 per annum, (plus benefits)
Grade 2 R358 626 – R409 275 per annum, (plus benefits)
Grade 3: R431 265 – R543 969 per annum, (plus benefits)

CENTRE

: Ekurhuleni Health District

REQUIREMENTS

: Grade 12 with basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse, must have a basic qualification in Psychiatric Nursing Science. Registration certificate with SANC as a Professional Nurse and current practicing certificate. Less than 10 years relevant experience as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. A valid driver's license will be an added advantage. Knowledge of mental health legislations and related legal and ethical practices, PFMA and Public Service Act and Regulations. Good communication, interpersonal, financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytical thinking, independent decision making and problem-solving skills. Able to plan and organize own work.

DUTIES

: Perform clinical community mental health services in the district in accordance with scope of practice and nursing standards determined by the district. Provide support and training to primary health care staff to ensure integration of primary psychiatric and mental health care in primary care. Work as part of the multidisciplinary teams. Establish and maintain constructive working relationships with other key stakeholders (inter-professional and intersectoral). Support primary health care services by providing general health care as required by the service. Effectively and efficiently manage resources. Participate in mental health promotion and prevention activities. Develop and submit reports and statistics as required. Utilize data and information to advise, advance and evaluate the quality and cost-effectiveness of community mental health care services. Maintain professional, ethical standards and self-development.

ENQUIRIES

: Ms J. Jallal Tel No: (011) 876-1717

APPLICATIONS

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

NOTE

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

		Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	26 May 2023
<u>POST 16/208</u>	:	<u>ORTHOPAEDIC FOOTWEAR TECHNICIAN REF NO: SBAH 0033/2023 (X1 POST)</u> Directorate: Orthotics & Prosthetics
<u>SALARY</u>	:	R243 627 per annum, plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Registered with HPCSA as Orthopaedic Footwear Technician. Good Interpersonal and hand skills.
<u>DUTIES</u>	:	Consult and assist the Medical Orthotist and Prosthetist regarding the type of Surgical Footwear required manufacturing of Surgical boots/shoes, insoles, raises and any modifications to shoes/boots.
<u>ENQUIRIES</u>	:	Ms A Du Toit Tel No: 012 354 6016
<u>APPLICATIONS</u>	:	must be submitted to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	The application must only include a complete and signed new Z83 Form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted to HR on before the day of the interview date. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	26 May 2023
<u>POST 16/209</u>	:	<u>PHARMACIST ASSISTANT (POST BASIC) GRADE 1/2/3 REF NO: WKH/07/04/2023</u> Directorate: Pharmacy
<u>SALARY</u>	:	R239 682 – R339 840 per annum, plus benefits, (Salary will be in line with OSD regulations with regards to years of experience after registration)
<u>CENTRE</u>	:	Weskoppies Hospital
<u>REQUIREMENTS</u>	:	Post Basic Pharmacist's Assistant qualifications. Current registration with the South African Pharmacy Council (SAPC). Grade 12. Work experience in a public hospital environment will be an added advantage. Good interpersonal skills. Ability to work under pressure and professionalism. Knowledge and skills: Pharmacy and Public Service Legislation, communication skills (written and verbal). Mathematical skills and computer literacy.
<u>DUTIES</u>	:	Perform all duties falling within the scope of practice of Post Basic Pharmacist's Assistant under direct supervision of a pharmacist, including but not limited to the following: Dispensing of medicines and providing information, education and counselling of patients to promote health. Re-packaging of medicines. Stock control and management of medicines, including ordering, receipt, storage and distribution of medicines according to legislation and SOPs. Assist with the manufacturing of non-sterile medicine according to formulas and SOPs.
<u>ENQUIRIES</u>	:	Ms. M Mayayise Tel. No: (012) 319 9914
<u>APPLICATIONS</u>	:	Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X113, Pretoria, 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book. No faxed or emailed application will be considered.
<u>NOTE</u>	:	Applications must be submitted on the most recent Z83 Application for Employment Form as issued by the Minister for the Public Service and Administration, obtainable from the DOH Website and/or any Public Service Department. Use of the old Z83 Form will result in disqualification applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application but must submit the Z83 with a detailed Curriculum Vitae only. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Applicants who do not comply with the requirements outlined above, will not be considered. Applications received after the closing date will

not be considered. Note: Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.

- CLOSING DATE** : 26 May 2023
- POST 16/210** : **SECRETARY**
Directorate: Paediatric and Restorative Dentistry
- SALARY** : R202 233 per annum, including benefits
CENTRE : Wits Oral Health Centre
REQUIREMENTS : Must have Grade 12 with 5 years working as a secretary, or a diploma or a degree in secretarial/or office administration with 3 years' experience working as secretary. Must be Computer Literate (Ms Word, Excel, PowerPoint and Ms Outlook). Good communication skills – both verbal and written, have good interpersonal skills, work independently and as a team member. Ability to work under pressure.
- DUTIES** : Efficient and effective management of the office including diary management, attending to telephone calls & enquiries, setting up meetings, document management and typing of documents. Capture student's data such as marks/tests/clinical sessions/ activity management and other duties related to student matters. Capture and keep safe records such as reports, leave plans and patients statistics for DHIS. Minute-taking at departmental meetings and distribution of minutes. Arrange departmental functions, venues and refreshments. Set up and maintain paper and electronic filing systems records, correspondence and other material. Order and dispense office supplies. Execute receptionist and general administrative duties as required for departmental function.
- ENQUIRIES** : HR Manager- Mr. P.F Monama Tel No: 011 481- 2099
APPLICATIONS : Z83 applications must be send to Wits Oral Health Centre, Private Bag X15, Braamfontein, 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 385 Block 3 (Orange Block) HR Office Room 9/10, Parktown. No faxed /e-mailed applications will be accepted.
- NOTE** : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact number and e-mail addresses of three recent (3) referees. Certified copies of Identity Document and the highest required qualifications where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. Applications received after the closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates. The employer reserves the right not to fill a position.
- CLOSING DATE** : 26 May 2023
- POST 16/211** : **HUMAN RESOURCE CLERK REF NO: CCRC/HRA/01/04/2023**
Directorate: Human Resource Department
- SALARY** : R202 233 per annum, (plus benefits)
CENTRE : Cullinan Care & Rehabilitation Centre (CCRC)
REQUIREMENTS : Grade 12/ equivalent qualification with 1-2 years relevant experience in Human Resource Management. Knowledge of Human Resource Policies, Delegations, and Prescripts. Must be computer literate, knowledge of the PERSAL system is essential. Good interpersonal and communication skills

- (verbal and written). Introduction to PERSAL system will be an added advantage.
- DUTIES** : The successful candidates will be responsible for providing Human Resource Management Administrative support i.e. Appointment, Transfer, Promotion, Service termination, PMDS, Procedure on Incapacity Leave an ILL Health Retirement (PILIR), Leave, Injury on Duty, Overtime, filling of documents, OSD Translation, Recruitment, and Selection. Drafting of Personal mandates, attending meetings, assisting with minute keeping. Attend to queries from internal/ external clients and to any other HR-related matters as delegated by Supervisor.
- ENQUIRIES APPLICATIONS** : Brenda Gededzha Tel No: 012 734 7000 Ext 220
- NOTE** : Applications can be hand delivered to: Cullinan Care and Rehabilitation Centre, Zonderwater Road Cullinan, or posted to Private Bag X 1005, Cullinan, 1000. Applications for employment must be fully completed, initiated, and signed by applicant, failure to complete will lead to disqualification during the selection process. Section A, B, C, D and F must be fully completed, and E and G should be ignored if the information is attached on the CV. Declaration must be signed. Applications must be submitted on a new approved Z83 form with comprehensive CV only. Failure to submit all the requested documents will result in the application not being considered. If you are not contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personal 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); identity verifications, qualifications verification, criminal record checks, credit/financial stability checks and employment verification.
- CLOSING DATE** : 26 May 2023 @12 noon.
- POST 16/212** : **ENROLLED NURSE REF NO: HRM: 10/23**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R199 725 – R222 939 per annum, (plus benefits)
: Sterkfontein Hospital
: Grade 12, or equivalent qualification. Certificate as Enrolled Nurse with current Registration with the South African Nursing Council (SANC). Must have passion for nursing psychiatric patients. Ability to be a team player, must have critical thinking and analytical, good interpersonal and communication skills. Able to handle pressure. Knowledge of Nursing Act, National Core Standards, Ideal Hospital Framework, Public Service Regulation, Patients’ Rights Charter, Batho Pele Principles, and other Legislative framework. Experience in working with psychiatric patients will be an added advantage.
- DUTIES** : Assist with activities of daily living (Maintain hygiene, provide nutrition, and assist with mobility and elimination processes). Provide elementary Clinical Care (Measure, interprets and record vital signs, Administration of oral medication and injections under direct supervision of a Registered Nurse. Escort patients for clinical investigation when required. Conduct health education and other group activities for patients. Participate in Infection Prevention and Control activities and other Hospital Committees. Report and record patient incidents as per Hospital Protocols. Maintain professional conduct as required by the Public Service Code of Conduct and SANC. Attend in-service training as required. Relieve in other wards when necessary.
- ENQUIRIES APPLICATIONS** : Ms. Sono Tel No:011 951-8202
: Applications to be submitted at the box which will be placed at the main gate, applications can be hand delivered at Sterkfontein Hospital, Sterkfontein Road, Krugersdorp, 1740, Monday to Friday 7:30 to 15:30 or posted to P O Box 2010, Krugersdorp, 1740.
- NOTE** : Application must be submitted on a fully completed new format Z83 accompanied by a detailed curriculum vitae with at least two references. The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies) If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification,

qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.

- CLOSING DATE** : 26 May 2023 at 12h00
- POST 16/213** : **STAFF NURSE GRADE 1 REF NO:11/2023 (X1 POST)**
Directorate: Nursing
- SALARY** : R199 725 per annum, (plus benefits)
- CENTRE** : Kopanong Hospital
- REQUIREMENTS** : Grade 12 plus a qualification that allows registration with SANC as a Staff Nurse. Candidate must have current registration receipt as a Staff Nurse. Candidate must have basic communication and writing skills. Be able to function as part of a team.
- DUTIES** : Provide basic clinical nursing care in accordance with the scope of practice and nursing standards. Implementation and development of basic patient care plans to provide quality patient care. Demonstrate knowledge and understanding of relevant legal and ethical framework i.e. Acts, policies, SOP's, guidelines and protocols governing the public service. Demonstrate basic knowledge of Ideal Hospital Realisation and maintenance. Effective utilisation of resources, maintenance of proper and accurate record keeping. Demonstrate basic communication with patient, supervisors and colleagues. Willing to rotate through department and work night duty. Maintain professional growth/ ethical standards and self-development. Work as part of a multidisciplinary team and support the managers to ensure quality nursing care.
- ENQUIRIES** : Ms ME Polo Tel No: (016) 428 7130
- APPLICATIONS** : must be submitted at Kopanong Hospital, 2 Casino Road, Duncanville, at HR Officers. There is an application box at hospital entrance ask Security Officers on duty for assistance, Alternative, applications can be posted to Kopanong Hospital, Private Bag X031, Duncanville, 1930.
- NOTE** : Fully completed new Z83, CV, no attachments/ proof/ certified copies/ copies on application, Z83 and CV only: Certified documents will only be requested to shortlisted candidates on or before the day of the interview following communication from HR office. People with Disabilities are Encouraged to Apply. If you did not hear from us within three months' please consider your application unsuccessful. Medical surveillance will be conducted to successful candidate. Kopanong Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. The institutional Employment Equity Plan will be considered in the process in the filling the posts. Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV. Successful Candidates will be subjected to OHS Medical surveillance as required by HBA regulations within the OHS Act 85 of 1993, reference check and verification of qualifications will be conducted.
- CLOSING DATE** : 31 May 2023
- POST 16/214** : **STAFF NURSE 1/2/3 REF NO: WKH/08/04/2023 (X7 POSTS)**
Directorate: Nursing
- SALARY** : R199 725 – R337 860 per annum, plus benefits.,(Salary will be in line with OSD regulations with regards to years of experience after registration)
- CENTRE** : Weskoppies Hospital
- REQUIREMENTS** : Grade 12. Basic qualification that leads to enrollment with the South African Nursing Council as an Enrolled Nurse. **Grade 1:** no experience required. **Grade 2:** a minimum of 10 years appropriate experience in nursing after registration with SANC as an Enrolled Nurse. **Grade 3:** a minimum of 20 years appropriate experience in nursing after registration with SANC as an Enrolled Nurse.
- DUTIES** : Develop and implementation of basic patient care plans. Provide basic clinical nursing care. Promote and maintain a safe environment that is conducive to physical, psychological and social well being of Mental Health Care Users on

- a continuous basis. Effective utilization, maintenance and control of Human Resources, Equipment and supplies.
- ENQUIRIES APPLICATIONS** : Ms. PB Schoonwinkel Tel No: (012) 319 9877
 : Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X113, Pretoria, 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book.
- NOTE** : Applications must be submitted on the most recent Z83 Application for Employment Form as issued by the Minister for the Public Service and Administration, obtainable from the DOH Website and/or any Public Service Department. Use of the old Z83 Form will result in disqualification applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application but must submit the Z83 with a detailed Curriculum Vitae only. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Applicants who do not comply with the requirements outlined above, will not be considered. No faxed or emailed application will be considered. Applications received after the closing date will not be considered. Note: Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.
- CLOSING DATE** : 26 May 2023
- POST 16/215** : **STAFF NURSE GRADE 1(WBPHCOT) REF NO: EHD2023/O5/33**
 Directorate: PHC
 Re-Advertisement
- SALARY CENTRE REQUIREMENTS** : Grade 1: R199 725 – R222 939 per annum, (plus benefits)
 : Ekurhuleni Health District (Nokuthela Ngwenya CHC)
 : Qualifications that allow registration with SANC as an enrolled nurse. Current registration with SANC as an enrolled nurse. Less than ten (10) years appropriate experience after registration as a Staff Nurse (Enrolled Nurse) with the SANC. Competencies: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication, interpersonal and elementary writing skills. Ability to lead a team and function as part of a team. Knowledge of Batho Pele Principles and patient's Rights Charter. Must be prepared to work in the community. Experience as a WBPHCOT and a valid Driver's License will be an added advantage.
- DUTIES** : Manage and supervise a team of community health workers (CHW) assigned to a health care facility and providing community- based services at ward level. Outreach Team Leader (OTL) will spend 70% of his/her time in the community supporting CHW's then doing home visits and 30% in the facility doing administrative work, in services for CHWS and assisting in the facility. Organize campaigns to address poor performing indicators of the facility and district. Ensure work allocation to the team and monitor performance (PMDS) of CHW's. Liaise with Ward Councilor with the assistance of the facility manager and other community structures with regards to overall activities of CHW's in the community. Coordinate and facilitate training and in-service training for CHW's.
- ENQUIRIES APPLICATIONS** : Ms N.C Skosana Tel No: (011) 737- 9700
 : should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : Applicants that previously applied are encouraged to re-apply. No S&T claims and resettlement allowance will be paid. Applications must be submitted on a

new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.

- CLOSING DATE** : 26 May 2023
- POST 16/216** : **DENTAL ASSISTANT GRADE 1 REF NO: EHD2023/O5/34**
Directorate: Oral Health
Re-Advertisement
- SALARY** : Grade 1: R196 536 - R222 615 per annum, (plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Grade 12 Certificate or equivalent qualification with Dental Assistant certificate from recognized institutions, registration with HPCSA as a Dental Assistant. Current annual practice with HPCSA. A driver's license will be an added advantage.
- DUTIES** : The incumbent should have knowledge of dental assisting including infection and prevention control, chair side assisting (four-handed dentistry), maintaining of equipment, stock control, knowledge of materials and instruments and conducting inventory. The person will work in the dental surgery in clinics, mobiles, correctional services, institutions and perform administrative duties including compiling statistics, registering patients, answering of the telephone, filing of patient cards, ordering of materials, giving appointments to patients. The person will also be doing relief duties in other clinics, prisons, mobile and institutions. He or she will be assisting the oral hygienist at schools as well as in the clinics. The person will also be rotating within the sub-districts.
- ENQUIRIES** : Mr M.L Manganyi Tel No: (011) 876-1759
APPLICATIONS : should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : Applicants that previously applied are encouraged to re-apply. No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 26 May 2023

POST 16/217 : **DRIVER REF NO: CCRC/DR/01/04/2023**
 Directorate: Admin and Support

SALARY CENTRE REQUIREMENTS : R171 537 per annum, plus benefits
 : Cullinan Care and Rehabilitation Centre
 : Grade 12 / Matric. A valid code 10 (C1) Driver's License with P.D.P. 2 years' experience working as a driver. Good verbal and written communication skills. Be prepared to work as a standby driver at night, weekends and public holidays. Time management, discipline and loyalty is a requirement. Knowledge and understanding of the road signs and regulations.

DUTIES : Working as a Messenger Driver: Transporting of patients to various institutions for their consultations, checkups and follow-ups. Transport staff members to various places to attend meetings and workshops. To transport social work department personnel for tracing of families. To collect and deliver medication from medical depot. To collect and deliver documents to different institutions. Record and check the conditions and faults of the vehicle before and after each trip. (Do pre-inspection and after trip inspection on daily basis and complete the inspection tool). Ensure that the vehicle is roadworthy before utilizing it. Report any accidents and dents to the transport officer. Ensure that car tools are in good condition. Calculate starting kilometers and the closing kilometers accordingly Update the logbook at all times. Close and sign the logbooks every month end and submit the logbooks to the transport officer. Ensure that all the petrol cards and keys are kept safe and returned with the logbook. Update log sheet and submit all fuel receipts to the transport officer. Upon receiving the trip authorization ensure that you fill all the necessary information required.

ENQUIRIES APPLICATIONS : Mbinga MN Tel No: (012- 734- 7000)
 : Applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000

NOTE : Applications for employment must be fully completed, initiated, and signed by applicant, failure to complete will lead to disqualification during the selection process. Section A, B, C, D and F must be fully completed, and E and G should be ignored if the information is attached on the CV. Declaration must be signed.

CLOSING DATE : 26 May 2023 @ 12 noon.

POST 16/218 : **CLEANING SUPERVISOR REF NO: NO: CCRC/CS/01/04/2023**
 Directorate: Admin and Support

SALARY CENTRE REQUIREMENTS : R171 537 per annum, plus benefits
 : Cullinan Care & Rehabilitation Centre
 : Abet level 4 with minimum cleaning experience of 10 years and 2 years as a supervisor or Grade 12 with 2 years relevant and supervisory experience. Ability to read and write. Skills needed: management abilities such as time management and personnel management, verbal communication skill, computer literacy, supervisory experience and negotiation abilities. Knowledge of cleaning chemicals.

DUTIES : supervise the work of subordinates and ensure that high standards of cleaning are attained. Design shifts, allocate duties and cleaning materials / equipment. Order, receive and store cleaning material safely. Management of human resource (PMDS, Leave and sectional reports) Report any broken equipment and send for repairs/ maintenance. Attend meetings, address the issue of the personal protective equipment, do weekly inspections, write reports about incidents in the cleaning section.

ENQUIRIES APPLICATIONS : Ms. MN Mbinga Tel No: (012) 734-7000
 : Applications should be hand delivered to Cullinan Care and Rehabilitation Centre: Human Resource Department; Zonderwater Road; Cullinan or posted to Cullinan Care and Rehabilitation Centre; Human Resource; Private Bag X1005, Cullinan; 1000. Applications should be delivered by 12h00 pm (Noon) on the closing date including posted mails. No e-mailed applications will be accepted.

NOTE : Applications for employment must be fully completed, initiated, and signed by applicant, failure to complete will lead to disqualification during the selection process. Section A, B, C, D and F must be fully completed, and E and G should be ignored if the information is attached on the CV. Declaration must be signed. Applications must be submitted on a new approved Z83 form with comprehensive CV only. Failure to submit all the requested documents will result in the application not being considered. Applicants must indicate the post

reference number on their applications. certified copies of qualifications will be requested for only shortlisted candidate. Candidates recommended for appointment will be verified. Applications received after closing date and time will not be considered. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. 26 May 2023.

CLOSING DATE

:

POST 16/219

:

EMERGENCY CARE OFFICER GRADE 1 BLS (X150 POSTS)

Directorate: Emergency Medical Services

**SALARY
CENTRE**

:

R169 737 per annum

:

City of Johannesburg Ref No: EMS/BLSCOJ/2023 (X40 Posts)

City of Ekurhuleni Ref No: EMS/BLSCOE/2023 (X40 Posts)

City of Tshwane Ref No: EMS/BLSCOT/2023 (X30 Posts)

Westrand Ref No: EMS/BLSWES/2023 (X20 Posts)

Sedibeng Ref No: EMS/BLSSB/2023 (X20 Posts)

REQUIREMENTS

:

Grade 12 certificate, Basic Ambulance Assistant certificate, current and valid registration with HPCSA as an Basic Ambulance Assistant, valid driver's license code 10 and PrDP. Previous experience in an Emergency Care environment will be an added advantage.

DUTIES

:

Responsible for the treatment of patient within the scope of practice of Basic Ambulance Assistant. Transport patients as part of Planned Patient Transport and inter-facility transfer system under Emergency Medical Services. Provide emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by Directorate. Perform any other duties as delegated by the supervisor. Candidates are expected to work shift. Candidates are also expected to undergo through physical and Medical surveillance.

ENQUIRIES

:

Mr. V. Dlamini Tel No: (011) 564 2054

APPLICATIONS

:

Applications with a clearly marked reference must be delivered directly to: Emergency Medical Services, Continuity SA, Growth Point Business Park, Cnr Old Pretoria Road and Tonnetti Street, Midrand or posted to P.O Box 8311, Halfway House, 1685

NOTE

:

Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the signed new Form z83 obtainable from any Public Service Department or on the Internet at www.dpsa.gov.za/documents and a detailed curriculum vitae. If you have not been conducted within (3) months after the closing date, please accept that your application was successful.

CLOSING DATE

:

26 May 2023

POST 16/220

:

ENROLLED NURSING ASSISTANT (X1 POST)

Directorate: Nursing

**SALARY
CENTRE**

:

R157 761 – R175 728 per annum

:

Far East Rand Hospital

REQUIREMENTS

:

Certificate of qualification. Enrolment with the South African Nursing Council and valid SANC receipt. Knowledge of all legislation relevant to health care services. A valid South African ID.

DUTIES

:

Incumbent will work under the direct supervision of the professional nurse in the area of all allocation, the provision of nursing care according to the scope of practice of nurses for his/her category will be his/her responsibility. Adherence to the principles of nursing practise according to the scope of practice, all quality assurance standards as well as set rules and standards as well as set ruled and standards of nursing in his/her area.

ENQUIRIES

:

Ms. K Tinghisi Tel No: 011 812 8313/8317

APPLICATIONS

:

Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE

:

Prospective applicants must please use the new Z83 which is effective as from the 1st of January 2021 and it must be fully completed. A curriculum vitae with detailed description of duties and names of two referees who are current/previous supervisors. The communication from the HR department of the institution regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview

following communication from HR". You have to be contacted within Three (3) months after the closing date if your application is suitable. It is the applicant's responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993. Verification of qualifications and registration to professional bodies, reference, financial information and criminal record check. No telephonic interview will be allowed unless there is a valid considerate reason for it. No faxed or emailed application will be considered.

- CLOSING DATE** : 26 May 2023
- POST 16/221** : **NURSING ASSISTANT GRADE 1/2/3 REF NO: WKH/09/04/2023 (X12 POSTS)**
Directorate: Nursing
- SALARY** : R157 167 – R243 843 per annum, plus benefits, (Salary will be in line with OSD regulations with regards to years of experience after registration)
- CENTRE** : Weskoppies Hospital
- REQUIREMENTS** : Grade 12. Basic qualification that leads to enrollment with the South African Nursing Council as a Nursing Assistant. **Grade 1:** no experience required. **Grade 2:** a minimum of 10 years appropriate experience in nursing after registration with SANC as a Nursing Assistant. **Grade 3:** a minimum of 20 years appropriate experience in nursing after registration with SANC as a Nursing Assistant.
- DUTIES** : Assist Mental Health Care Users with activities of daily living. Provide elementary clinical nursing care. Promote and maintain a safe environment that is conducive to physical, psychological and social well being of Mental Health Care Users on a continuous basis. Assist in the effective utilization, maintenance and control of human resources, equipment and supplies. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Ms. PB Schoonwinkel Tel No: (012) 319 9877
- APPLICATIONS** : Applications should be addressed to HR: Recruitment and Selection Office, Weskoppies Hospital, Private Bag X113, Pretoria, 0001 between 8am-3pm or hand delivered at 01 Ketjen Street, Weskoppies Hospital, Pretoria West, 0001 at the security gate before 12h00 noon on the closing date and sign in the register book
- NOTE** : Applications must be submitted on the most recent Z83 Application for Employment Form as issued by the Minister for the Public Service and Administration, obtainable from the DOH Website and/or any Public Service Department. Use of the old Z83 Form will result in disqualification applicants are not submitting copies/attachments/ proof/certificates/ID/Driver license/qualifications on application but must submit the Z83 with a detailed Curriculum Vitae only. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Applicants who do not comply with the requirements outlined above, will not be considered. No faxed or emailed application will be considered. Applications received after the closing date will not be considered. Note: Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must immediate supervisor. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Weskoppies Hospital reserves the right to cancel or not fill a vacancy that was advertised during any stage of the recruitment process. Employment Equity profile will be taken into consideration. The Department of Health is committed to the achievement and maintenance of diversity and equity-employment especially of race, gender and disability. People with disabilities are encouraged to apply.
- CLOSING DATE** : 26 May 2023

<u>POST 16/222</u>	:	<u>ENROLLED NURSING ASSISTANT REF NO: ODI/24/04/2023/02 (X3 POSTS)</u>
<u>SALARY</u>	:	R157 761 per annum
<u>CENTRE</u>	:	Odi District Hospital
<u>REQUIREMENTS</u>	:	Qualifications that allows registration with SANC as a Nursing Assistant. Current registration with the SANC as an Enrolled Nurse Assistant. Grade 1 no experience required.
<u>DUTIES</u>	:	Functional Demonstrate elementary understanding of nursing legislation and related legal and ethical practices. Perform an elementary clinical nursing practice in accordance with scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Generic - Demonstrate elementary communication with patients, supervisors, and other clinicians. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial, or religious differences. Display a concern for patients, promoting and advocating elementary care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho-Pele).
<u>ENQUIRIES</u>	:	Ms EP Ntsie Tel No: (012) 725 2312
<u>APPLICATIONS</u>	:	Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag X509, Mabopane, 0190.
<u>NOTE</u>	:	Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.
<u>CLOSING DATE</u>	:	26 May 2023
<u>POST 16/223</u>	:	<u>COUNSELLOR GRADE 1 – GRADE 3 (SESSION) REF NO: EHD2023/05/37</u> Directorate: Mental Health Services (NGCT) Re-Advertisement, Applicants that previously applied are encouraged to re-apply.
<u>SALARY</u>	:	Grade 1: R311.00 per hour Grade 2: R354.00 per hour Grade 3: R399.00 per hour
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	B. Psych Degree or Honors Degree in Psychology. Registration with professional body such as Council for counsellors SA (CCSA); Association for Supportive Counsellors and Holistic Practitioners (ASCHP) or Health Professions Council of SA (HPCSA) as Registered Counsellor. A minimum of 12 months' relevant experience. A valid driver's license is essential. Grade 1: Less than 8 years relevant experience required after registration with the Council for counselors South Africa (CCSA); Association for Supportive Councilors and Holistic Practitioners (ASCHP) or (HPCSA) Counsellor. Grade 2: At least 8 years, but less than 16 years, relevant experience after registration with the Council for counsellor SA (CCSA); Association for Supportive Counsellor and Holistic Practitioners (ASCHP) or Health Professions Council of SA (HPCSA)HPCSA as a Counsellor. Grade 3: 16 years and more relevant experience after registration with the Council for counselors SA (CCSA); Association for Supportive Counsellors and Holistic Practitioners (ASCHP) or Health Professions Council of SA (HPCSA) as a Counsellor.
<u>DUTIES</u>	:	Provide general psychological services within the clinics including and not limited to: screening patients for mental health challenges and developing referral pathways; debriefing or trauma- counselling to patients visiting the health facilities; provide psycho-education and supportive counselling; establish and conduct support groups sessions, assist psychology team with awareness campaigns; participate actively in training and development initiatives; work closely with the Clinical psychologist; provide outreach services and promote the prevention of mental health disorders.

- ENQUIRIES** : Dr B.J.K Motshwane Tel No: (011) 876-1717
- APPLICATIONS** : should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 26 May 2023
- POST 16/224** : **ENVIRONMENTAL HEALTH PRACTITIONER REF NO: EHD2023/O5/38 (X3 SESSIONS)**
Directorate: Quality Assurance
Re-Advertisement, Applicants that previously applied are encouraged to re-apply.
- SALARY** : Grade 1: R237.00 per hour
Grade 2: R277.00 per hour
Grade 3: R324.00 per hour
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Grade 12 certificate with a degree/National Diploma qualifications in Environmental Health. Certificate in Occupational Health Management, Occupational Health and Hygiene Legislation, as well as OSHAS 1800/1, ISO 9000 SHEMTRAC/SAMTRAC, will be an added advantage. **Grade 1:** Less than 10 years relevant experience is required after registration with HPCSA as an Environmental Health Practitioner. **Grade 2:** At least 10 years, but less than 20 years relevant experience after registration with HPCSA as an Environmental Health Practitioner. **Grade 3:** 20 years and more relevant experience after registration with HPCSA as an Environmental Health Practitioner. Registered with the South African Institute for Occupational Hygiene (SAIOH) as Occupational technologist, Assistant or Occupational Hygienist or at the HPCSA in a related specialty field. At least 1-year relevant experience in OH monitoring, OH risk assessment, occupational health case investigations, project management and the implementation of OSHAS 18000/1 series, preferably within the health care environment. In-depth knowledge in the prevention of occupational disease and ventilation requirements within the healthcare environment. Good interpersonal relations, communication, leadership, analytical and linguistic attributes. A valid driver's license is essential.
- DUTIES** : Monitoring and evaluation of Sub-District facilities on the Norms and Standards (self-assessments, baseline validation and post baseline). Managing training and retraining of facility staff on new developments related to Norms and Standards and Ideal Clinics preparation of facilities for audits, that will be conducted by Provincial and Office of Health Standards Compliance. Provision of guidance and information on the implementation of health standards and relevant inspection tools validate and complete inspection reports and recommendations. Assist with the development of policies, Standard Operating Procedures and Protocols. Assist clinics/facilities with the development and implementation of Quality Improvement Plans. Conduct inspections and re-inspections visits to Sub-Districts health facilities. Participate in training and contribute to development and evaluation. Perform all other duties delegated

		by the Supervisor/Manager. Provide guidelines to staff and clients in terms of SHERQ programs. Assist in reviewing and compiling OHRM guidelines (SOPs) for the planning and implementation of OHRM training and Occupational Hygiene monitoring programmes and determined trends.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms B. Peloagae Tel No: (011) 876 -1717 should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	26 May 2023
<u>POST 16/225</u>	:	<u>PROFESSIONAL NURSE GRADE 1 – GRADE 3 (SESSION) REF NO: EHD2023/O5/39</u> Directorate: Quality Assurance Re-Advertisement, Applicants that previously applied are encouraged to re-apply.
<u>SALARY</u>	:	Grade 1: R194.00 per hour Grade 2: R237.00 per hour Grade 3: R285.00 per hour
<u>CENTRE REQUIREMENTS</u>	:	Ekurhuleni Health District Grade 12 certificate with Basic R425 qualification (i.e diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the SANC as Professional Nurse and current registration. Less than 10 years relevant experience as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Knowledge of customer care service, Health Care Statutes & health standards, Norms & Standards, Ideal Clinics and Hospitals. Driver's license is essential.
<u>DUTIES</u>	:	Monitoring and evaluation of government hospitals and clinics on the Norms & Standards and Ideal Clinics Realization model. Managing training and retraining of facility staff on new developments related to the Norms & Standards. Preparing health care facilities for audits that will be conducted by the National Department of Health. Carry out inspections/audits and re-inspections. Assisting with the development of policies, standard operating procedures and protocols. Assisting hospitals and clinics with the development and implementation of quality improvement plans. Continuous monitoring and evaluation of the implementation of Quality Improvement plans. Complete inspection reports and recommendations.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms B. Peloagae Tel No: (011) 878- 8550 should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400.
<u>NOTE</u>	:	No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from

any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 26 May 2023

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

CLOSING DATE : 02 June 2023
NOTE : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. It is our intention to promote representivity (race, gender, and disability) in the Public Service through the filling of these posts. Whites, Indian females, Coloureds and Persons with disabilities are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Certified copies will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

POST 16/226 : **CONSTRUCTION PROJECT MANAGER GRADE A-C REF NO: REFS/017090**

SALARY : R795 147 - R1 197 978 per annum, (Salary will be in line with the OSD Framework)

CENTRE : Ekurhuleni Region

REQUIREMENTS : Grade 12 plus a National higher diploma/NQF Level 6 in Built Environment field with a minimum of 4years and six months certified experience and or BTEch NQF Level 7 in Built Environment field with a minimum of 4years certified managerial experience or Honours degree in any Built Environment field with a minimum of 3 years' relevant experience. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Knowledge of PFMA, Construction and Building Management, Implementation of Housing Projects technical procedures/methods. Building legislation and policies. Projects implementation processes. Computer literacy. Competencies: Programme and Project management, project principles and methodologies. Research and development. Computer-aided engineering applications; Technical report writing, technical consulting. Professions judgement, Decision making, Team leadership, Problem Solving and analysis. Planning and organising skills, Training skills and communications skills.

DUTIES : Facilitate, coordinate, and monitor the implementation of Housing and Essential Services Delivery Programmes in the Ekurhuleni Region. Oversee project management processes applied by management, PRT's and municipalities to ensure the delivery of quality housing products and services within the approved budget. Oversee general project management and implementation, and staff management. Ensure budget control and monitoring: Compile detailed housing delivery project budget and cash flow projections for each project, monitor and expedite submission and processing of claims. Be responsible for general management: Establish effective procedures to monitor and evaluate component effectiveness and adherence to legislative provisions for effectiveness, National, Provincial, and departmental policies, and other relevant legislation.

ENQUIRIES : Ms Miyelani Tshabalala at 063 691 4046
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 16/227 : **CONSTRUCTION PROJECT MANAGER GRADE A-C REF NO: REFS/017092**

SALARY : R795 147 - R1 197 978 per annum, (Salary will be in line with the OSD Framework)

CENTRE : Tshwane Region
REQUIREMENTS : Grade 12 plus a National higher diploma/NQF Level 6 in Built Environment field with a minimum of 4years and six months certified experience and or BTech NQF Level 7 in Built Environment field with a minimum of 4years certified managerial experience or Honours degree in any Built Environment field with a minimum of 3 years' relevant experience. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Knowledge of PFMA, Construction and Building Management, Implementation of Housing Projects technical procedures/methods. Building legislation and policies. Project implementation processes. Computer literacy. Competencies: Programme and project management, project principles and methodologies. Research and development; Computer-aided engineering applications; Technical report-writing; Technical consulting. Professional judgement; Decision making; team leadership; Problem solving and analysis; Planning and organising skills; Training and communication skills.

DUTIES : Facilitate, coordinate, monitor and implementation on Housing and Essential Services Delivery Programme in the Tshwane Region. Oversee project management processes applied by management, PRT's and municipalities to ensure the delivery of quality housing products and service within the approved budget. Oversee general project management and implementation, staff management. Ensure budget control and monitoring: Compile detailed housing delivery project budget and cash flow projections for each project, monitor and expedite submission and processing of claims. Be responsible for general management: Establish effective procedures to monitor and evaluate component effectiveness and adherence to legislative provisions for effectiveness, National, Provincial, and departmental policies, and other relevant legislation.

ENQUIRIES : Ms Zodwa File at 082 680 9744
APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>

POST 16/228 : **ASSISTANT DIRECTOR: HOUSING & ASSETS TRANSFER REF NO: REFS/017089**

SALARY : R424 104 per annum, plus benefits

CENTRE : Johannesburg

REQUIREMENTS : Grade 12 plus a National Diploma / Degree in Public Administration and/or equivalent / relevant qualification; minimum of 3-5 years of experience within the Immoveable Asset Disposal environment. Skills and Knowledge: Understanding of the conveyancing practice; Working knowledge of town planning processes and regulations; Understanding of relevant property and succession legislation and policies; Familiarity with key property (housing) case law; Report writing; Operation of basic computer packages; Knowledge of human resources and supervisory practices; Presentation and Project management skills; Research and Administrative skills; Planning, Organizing and Problem solving.

- DUTIES** : Liaise with relevant stakeholders to ensure that only townships that fulfil all the requirements for properties registration are included in the annual business plans. Coordinate issuance of instructions to appointed conveyancers for registration of title deeds. Liaise with local authorities and other landowners to obtain power of attorney to facilitate the transfer of property ownership. Verify draft deeds for correctness before they are handed over to the conveyancers for lodgement. Monitor the conveyancing process and provide reports thereof. Render administrative functions related to the post.
- ENQUIRIES** : Ms Miyelani Tshabalala at 063 691 4046
- APPLICATIONS** : Please apply online at <http://professionaljobcentre.gpg.gov.za>

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** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107.
- CLOSING DATE** : 29 May 2023
- NOTE** : Applications must be submitted on a duly new z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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. 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. To access the SMS pre-entry certificate course and for further details, please click on the Following link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website:www.thensg.gov.za 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.

MANAGEMENT ECHELON

- POST 16/229** : **DIRECTOR: RISK AND COMPLIANCE AUDIT REF NO: GPT/2023/05/01**
Directorate: Gauteng Audit Services
- SALARY** : R1 105 383 per annum, (all-inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
- CENTRE** : Johannesburg
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA in Internal Audit/ Auditing/ Accounting. A professional qualification CIA/CA would be an added advantage. 7 years' experience in Internal Audit with 5 years of experience at middle/senior managerial level in Internal Audit.

- DUTIES** : Preparation of a strategic “business plan” for the Sub-unit taking technical, human resource, administrative and financial aspects into consideration. Compile an audit coverage plan and three-year rolling plan for each department in the cluster, agree the plans with the Accounting Officer of the department and obtain Audit Committee approval of the audit plans. Liaising with and reporting to the Audit Committees. Management of long-term strategic risk-based audit plan based on cluster specific audit strategies. The strategic plan should be based on a formalised plan to address the risk identified by risk assessments of the department in the cluster. Quarterly review of long-term plans achievements, amendments, etc. will be done. Detailed knowledge of the Public Finance Management Act (PFMA) and other relevant legislation. Knowledge of international developments and standards in these areas.
- ENQUIRIES** : Ms B. Mtshizana Tel No: 011 227-9000
- POST 16/230** : **DIRECTOR: STRATEGIC PLANNING REF NO: GPT/2023/05/02**
Chief Directorate: Strategy Management
- SALARY** : R1 105 383 per annum, (all-inclusive package), consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules
- CENTRE** : Johannesburg
- REQUIREMENTS** : A three-year tertiary qualification (NQF level 7) as recognised by SAQA or related qualification. 5 years of experience at Middle managerial level. 5 years of experience in planning or performance management or executive support where performance planning and reporting are key functions.
- DUTIES** : Develop and implement the departmental planning framework and ensure ongoing compliance with appropriate policies, procedures, standards and controls within the department. Coordinate development of organisational plans and facilitate implementation of planning processes. Develop and implement planning tools to realise departmental outcomes and impact, and alignment with national frameworks. Develop indicators and targets in line with SMART principle and aligned to mandate of department, provincial priorities and plans. Conduct research and benchmarking with regards to factors that can affect the operations of the department and present to relevant structures. Coordinate broad management team governance structure and provide support to executive management. Manage Strategic Planning Directorate.
- ENQUIRIES** : Ms. B. Mtshizana Tel No: 011 227 9000