

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : **Head Office (HO)** Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries: **Gauteng East District (GE)**: Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers, Postal Address Springs: 1560 Enquiries: Mr Mpho Leotlela Tel: (011) 736-0717.
District Gauteng West (GW): Physical Address: Corner Boshoff & Human Street, KRUGERSDORP Postal Address: Private Bag X2020, Krugersdorp 1740 Enquiries: Ms Louisa Dhlamini Tel: (011) 660-4581,
District Johannesburg Central (J)]: Physical Address: Corner Morola & Chris Hani Road Soweto College Pimville Postal Address: P.O. Box 900064, Bertsham, 2013 Enquiries: Mr Linda Mabutho: Tel: (011) 983-2231,
District Tswane North (TN): Physical Address: Wonderboom Junction 11 Lavender Street, Pretoria Postal Address: Private Bag X945, Pretoria, 0001 Enquiries Ms Rejoice Manamela Tel: 012 543 4313.
District Tswane South (TS): Physical Address: President Towers Building, 265 Pretorius Street Pretoria Postal Address: Private Bag X198 Pretoria, 0001 Enquiries: Mr Thabiso Mphosi Tel: (012 401 6434).
District Johannesburg East (JE): Physical Address: Sandown High School, 1 North Road, Sandown, Postal Address: Private Bag X9910, Sandton, 2146 Enquiries: Ms Elizabeth Moloko: Tel: (011) 666-9109
- CLOSING DATE** : 09 June 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. All candidates for MMS positions will be required to undergo competency assessment and security clearance. 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.
- OTHER POSTS**
- POST 18/223** : **CHIEF ELECTRICAL ENGINEER GRADE A REF NO: HO2023/05/01**
Directorate: Infrastructure Planning and Property Management
- SALARY** : R1 146 540 - R1 308 036 per annum, (an-all-inclusive package). The Department will award a higher salary depending on the expertise of the applicant.
- CENTRE** : Head Office, Johannesburg

<u>REQUIREMENTS</u>	:	An appropriate Degree in Electrical Engineering. Other Requirements: Registered as a Professional Engineer with ECSA. [Electrical Engineer] Six years' experience post qualification. Valid Drivers' License. Computer literate.
<u>DUTIES</u>	:	Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide electrical engineering guidance and inputs to all Infrastructure Delivery Management System deliverables and reports. Investigate electrical engineering installations and oversee commissioning of electrical engineering installations. Develop strategies to cultivate greater feedback with internal and external stakeholders for the enhancement of service delivery. Manage sub-ordinates. Undertake research.
<u>ENQUIRIES</u>	:	Ms. Winny Radzilani Tel No (011) 843 6540.
<u>POST 18/224</u>	:	<u>DEPUTY DIRECTOR: TRANSVERSAL HUMAN RESOURCE SERVICES (X3 POSTS)</u> Sub-Directorate: Transversal Human Resource Services
<u>SALARY CENTRE</u>	:	R811 560 per annum, (an all-inclusive package) Gauteng West District Ref No: GW2023/05/11 Tshwane North District Ref No: TN2023/05/12 Tshwane South District Ref No: TS2023/05/13
<u>REQUIREMENTS</u>	:	An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Human Resource Management or three-year related equivalent qualification majoring in HR/Personnel Management plus a minimum of 3 years relevant working experience in Human Resources Management environment at a Junior Management/Assistant Director level. Knowledge and understanding of the current HR prescripts and public service legislations, regulations and policies. Excellent communication (verbal & written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word, MS Access and MS Office. A valid South Africa driver's license is required.
<u>DUTIES</u>	:	Manage the HRM operations at the district, in a matrix environment; oversee the sub-directorates conditions of service, performance management and development, recruitment and selection in accordance with the relevant prescripts and collective agreements with the Education sector. Coordinate implementation of the approved post and staff establishment. Manage employee records at the district. Establish system to ensure successful implementation of the operational plan as sponsored by Head Office. Provide input to the HRA budget plan. Fulfill the internal quarterly reporting requirements and provided analysis to management. Interpret HR Policies and prescripts. Establish systems to improve customer engagement on HR issues at the District. Supervise staff and manage their performance according to the PMS. Provide, co-ordinate and manage policy and procedure on Incapacity Leave for Ill-Health retirement (PILIR) and the management injury on duty. Management and capturing of posts establishment, creation, translations, vacancies and abolishment in accordance with affordability and priorities of the department on PERSAL. Ensure timeous implementation of changes on PERSAL / SAP and validation of PERSAL information. Manage the internal and external auditing of personnel administration matters and ensure that Auditor-General queries are appropriately managed. Supervise staff.
<u>ENQUIRIES</u>	:	Ms. Louisa Dhlamini (GW District) Tel No: (011) 660 4581 Mr. Ephraim Magakoa (TN District) Tel No: (012) 543 4313 Ms. Winnifred Matlou (TS District) Tel No: (012) 401 6434
<u>POST 18/225</u>	:	<u>DEPUTY DIRECTOR: CERTIFICATION REF NO: HO2023/05/14</u> Directorate: System Admin and Certification
<u>SALARY CENTRE</u>	:	R811 560 per annum, (all-inclusive package) Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Information Computer Technology/ Communication Technology Information Systems/ Public Administration/ Public Management or related equivalent 3 -year qualification plus a minimum of 3 years relevant working experience in Certification Environment at a Junior Management/Assistant

		Director level. Knowledge and understanding of the social dynamics of Communities Knowledge of Public Service Act and Regulations, Employment of Educator's Act, Performance Financial Management Act, SASA, Labour Relation Act, Knowledge of Gazette 31337 as amended and Knowledge of relevant legislation pertaining to Exams and Assessments Processes. Excellent communication (verbal & written) and interpersonal skills. Ability to work under pressure, Computer literacy in MS Excel, MS Word, MS Access and MS Office, Planning, Organising, Analytical, Conflict Management, Report writing, Problem Solving, Facilitation and Presentation skills. A valid South African driver's license.
<u>DUTIES</u>	:	Manage the development of a credible statement of results and certification archival system. Manage the extraction and collation of examination information from Integrated Examination Computer System (IECS). Manage the distribution of statement of results and certificates in all districts and enforce control mechanisms to eliminate irregularities. Manage the individual help desk for certification relating to combinations, reissue of lost and replacement of damaged certificates. Manage the verification process of all Grade 12 certificates. Manage the process of application for combination of results to a certificate form two or more different examination sittings. Manage the printing of certificates by the accredited SITA and Umalusi institutions. Development of the archival and dissemination of examination results/ Umalusi policies, procedures and guidelines. Participate in the development of the departmental Integrated Examination Computerized Systems (IECS) policies, procedures and guidelines. Ensure compliance on relevant legislation, regulatory framework and reporting requirements. Management and development of Staff. Ensure that all staff are trained and developed in line with the Performance Management and Development System.
<u>ENQUIRIES</u>	:	Mr. Linda Xulu Tel No: (010) 601 8009
<u>POST 18/226</u>	:	<u>ASSISTANT DIRECTOR: RECORDS MANAGEMENT SUPPORT REF NO: HO2023/05/23</u> Directorate: Auxiliary services and Fleet Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum
	:	Head Office, Johannesburg
	:	An appropriate 3-year National Diploma/Degree qualification (NQF Level 6/7) in Records Management, Archival Studies /Public Administration /Public Management/Logistic Management/ Supply Chain Management/ or related three- year qualification plus a minimum of 3 years relevant working experience in Auxiliary Services in Records Management at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of Public Finance Management Act. Treasury Regulations. National Archives Act no 43 of 1996 as amended. Financial management & Procurement procedures. Knowledge of Office equipment's administrative procedure relating to files. Registry procedures. Knowledge of Registry processes and services. Assets management. Inventory management. Excellent communication skills, verbal and written. Presentation skills. Computer literacy in Ms-Excel and Word, Outlook and PowerPoint. Interpersonal relations. Managerial & Organizing skills. Reporting skills. Conflict management. A driver's license will be an added advantage.
<u>DUTIES</u>	:	To manage the GDE Registry. Manage the opening of files, requisitions, return and opening of files. Ensure that Clients reporting to the Registry desk are assisted promptly in line with Batho Pele Principles. Formulate and monitor the monthly and quarterly reports. Manage and operation of office machines. Proper management of the franking machine and bulk printing readings. Supervise and provide administrative support services to the Business Unit. Provide inputs in the compilation of the budget, audit, and financial functions, and monitor expenditure and resources. Quality assures submissions on procurement of goods and services for the Unit. Monitor and report redundant/ stolen assets to the relevant Unit. Coordinate and ensure the provision of activities within the Unit, e.g. stationery, travel claim forms and other requests. Facilitate implementation of Auxiliary Support Service policies within GDE. Ensure that Performance Management System is executed. Ensure the effective, efficient, and economic utilization of allocated resources. Ensure management of leave. Procurement of office equipment, stationery, and distribution thereof. Manage submission of invoices to GDF and tracking on progress. Assist in provision of operational planning services. Ensure all assets

are listed and barcoded accordingly. Communicate with Asset Directorate regarding damaged and broken assets. Compiling monthly and quarterly reports. Budgeting for the Unit. Prepare Presentations for the Forum meetings. Manage Leave and PMDS.

ENQUIRIES : Mr Joe Mokhosi Tel No: 011 355 0761

POST 18/227 : **ASSISTANT DIRECTOR: SMS AND PS PERFORMANCE MANAGEMENT SYSTEMS REF NO: HO2023/05/24**

Directorate: Performance Management and Development

SALARY : R424 104 per annum

CENTRE : Head Office, Johannesburg

REQUIREMENTS : An appropriate three-year National Diploma/Degree (NQF Level 6/7) in Human Resources Management/Development or related three- year qualification plus a minimum of 3 years' relevant experience and knowledge of the operations of employee performance management at a supervisory level and or at a post equivalent to salary level 8/7. Proven experience in planning and implementing projects. In-depth knowledge and understanding of the different Performance Management Systems in GDE. Proven experience of PMDS-PS & SMS. Knowledge of relevant legislation, collective agreements, policies and circulars. Knowledge of PFMA. Strong computer literacy and PERSAL knowledge is essential. Strong verbal, written communication and facilitation skills required. A valid South African driver's license.

DUTIES : The incumbent will be responsible for the effective implementation of Performance Management Systems in Gauteng Department of Education. Co-ordinate and monitor compliance of all performance management policies, regulations and guidelines. Set up systems for implementation of PMDS-PS & SMS. Capturing scores onto PERSAL. Co-ordinate moderation of scores. Consolidate and analyse reports from districts. Facilitate the training of officials on the management, administration and quality assurance of PMDS-PS and SMS processes. Perform other related duties assigned. Co-ordinate Service Excellence Awards.

ENQUIRIES : Ms Motshedisi Ramohloki Tel No: 011 843 6656

POST 18/228 : **ASSISTANT DIRECTOR: COLLECTIVE BARGAINING REF NO: HO2023/05/25**

Directorate: Collective Bargaining

SALARY : R424 104 per annum

CENTRE : Head Office, Johannesburg

REQUIREMENTS : An appropriate 3-year National Diploma/Degree qualification (NQF Level 6/7) in Public Administration/ Labour Relations/ Industrial Psychology majoring in Labour Law or a three-year related qualification plus a minimum of three years' experience in employment relations and collective bargaining environment at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, knowledge of PSCBC Resolutions, GPSSBC Resolutions, White Paper of Transforming Public Service, Basic Conditions of Employment Act and knowledge of Human Resource Policies. Policy Development and Research skills, Computer literacy, Problem Solving and Conflict Resolution, written and verbal communication. Valid driver's license.

DUTIES : Facilitate the process of Coordinating negotiations as part of Collective Bargaining Process. Conduct research and ensure that managers are kept abreast of all new Collective Bargaining matters within the directorate as per Bargaining Chamber resolutions. Coordinate the collation of line function inputs to be incorporated in the Collective Bargaining process. Compile quarterly and annual collective bargaining reports to be presented to management. Advice and support employer and labour representatives as per relevant negotiations mandate. Facilitate the implementation of Collective Agreements as per recommendations provided by Collective Bargaining structures. Public Service Collective Bargaining Council (PSCBC). Education Labour Relations Council (ELRC). General Public Service Sector Bargaining Council (GPSSBC). Coordinating Chamber of the PSCBS Gauteng Province (CCPGP). Research on efficacy on concluded Collective Agreements and suggest areas of review. Conduct research of negotiation agreements that will ensure equitable conditions of service and remuneration for employees. Provide labour relations support to district offices and employees. Facilitate the

review of Collective Agreements to maintain labour peace. Implementation of appropriate corrective measures by management in relation to Collective Bargaining resolution. Compile reports and submissions on audit findings relating to the correct interpretation and implementation of Collective Agreements to the HoD. Mediation of disputes and conflicts relating to organized labour formations and affiliation with the employer. Coordinate the meeting of the employer (GDE) in facilitation of mediation with organized labour. Compile analysis and outcomes reports on organized labour disputes and resolutions. Compile records of departmental mediation resolutions in maintaining labour peace. Collate information for the drafting of submissions to the MEC for mandates on mutual interest matters that are subject of the negotiations at the Public Service Collective Bargaining Council (PSCBC) Participate in the development of Collective Bargaining Policies, Procedures and Guidelines. Participate in the development of the departmental Labour Relations Act policy, procedures and guidelines. Provide input on provincial Collective Bargaining and Labour relations Act policies and procedures. Conduct workshops/ presentations as part of implementation of Collective Bargaining outcomes. Monitor and evaluate compliance with collective agreements, policies, relevant legislation frameworks and reporting requirements. Participate in relevant Sectorial Chambers Chambers/ Stakeholder Engagements Sessions. Coordinate meetings on behalf of the employer in the national Education Labour Relations Council (ELRC) bargaining chambers. Coordinate meetings on behalf of the directorate in the Provincial Educators Labour Relation Council (PELRC), (GPSSBC) bargaining chambers. Coordinate meetings on behalf of the directorate in the Public Service Collective Bargaining Council (PSCBC) bargaining chambers. Supervision and development of staff.

ENQUIRIES : Ms. Ayanda Ngobeni Tel No: (011) 843 6512

POST 18/229 : **ASSISTANT DIRECTOR: EXAMINATION MATERIAL AND SCRIPT ARCHIVE REF NO: HO2023/05/26**
Directorate: Examination Management

SALARY CENTRE REQUIREMENTS : R424 104 per annum
: Head Office, Johannesburg
: An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) plus minimum 3 years' experience in examination development and production at a supervisory level and or at a post equivalent to salary level 8/7. Good communication (written & verbal) and interpersonal skills. Knowledge of the PFMA, strategic planning and other legislative frameworks applicable to the Public Sector will be a strong recommendation. Leadership, management, conflict management and customer service management skills. Must be computer literate and have the ability to work under pressure. A valid driver's license will be an added advantage.

DUTIES : Coordinate and facilitate the development of examination material. Liaise with other Provinces regarding examination related matters. Assist in the provision of operational planning services. Communicate with relevant stakeholders on matters relating to examinations policy and development. Oversee the day-to-day management of the directorate with Batho Pele Principles underpinning office systems. Handle and follow the procedures related inbound and outbound candidates both local and international. To provide a specialist administrative function in the safe- area of the unit. Keep track of the flow of material and complete the manual and electronic record. Write weekly reports and have knowledge of PMDS processes and compile composite records thereof. Compile submissions to senior management as and when necessary. Allocate resources (human, physical and financial) for the administration of exams. Liaise with service providers regarding examination related matters / material.

ENQUIRIES : Mr. Harry Culling Tel No: (010) 601 8082

POST 18/230 : **ASSISTANT DIRECTOR: PRINTING, PACKING, STORAGE AND DISTRIBUTION REF NO: HO2023/05/27**
Directorate: Examination Management

SALARY CENTRE : R424 104 per annum
: Head Office, Johannesburg

<u>REQUIREMENTS</u>	:	An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) plus minimum 3 years' experience in printing, packing, storage and distribution of assessment materials production at a supervisory level and or at a post equivalent to salary level 8/7. An understanding of Computer Systems and administration of data is needed. Experience in database management and statistics specifically related to printing of exact and secure printing of question papers is a requirement. A sound knowledge and understanding of printing cycle, processes and the environment relating to high security question papers in is essential. Hands on experience and knowledge in handling issues related to printing, packing, storage and distribution of high security assessment materials is required. Must be able to work under constant pressure, independently as well as in a team. Must have experience in an education environment where high stakes question papers are printed and must be able to function in an extremely high security and high intensity environment. Good written and verbal communication skills plus the ability to generate reports on a regular basis that will allow the manager to predict and manage printing, packing, storage and distribution of a range of different examinations throughout an academic year. Valid Driver's License essential. Candidates will be subjected to a skills test and the successful candidate will have to undergo security vetting.
<u>DUTIES</u>	:	Oversee the full packing process. Capture timetable onto data base. supervise the section and remain on site. Co-ordinate and planning of packing process regarding dates and staff. Oversee the full distribution process. Co-ordinate and planning of distribution process regarding dates and staff. Attend to special security measures. Monitors progress of packing and distribution processes. Oversee ordering of stock. Liaise with suppliers. Oversee security of packing and distribution. Oversee distribution of any miscellaneous printing to districts. Oversee to the mopping-up and cleaning-up of all material after each examination. Oversee the packing of maps for Geography of all examinations offering Geography. Oversee and co-ordinate the printing and packing of memoranda for marking. Management of Resources. Compile and submit the work plan, performance developments plan, job description and performance agreements of staff. Guide, train and advice staff on all financial administration services to enhance the correct implementation of policies and practices.
<u>ENQUIRIES</u>	:	Ms. Linda Madi Tel No: (010) 345 0930
<u>POST 18/231</u>	:	<u>ASSISTANT DIRECTOR: CERTIFICATION REF NO: HO2023/05/28</u> Directorate: System Admin and Certification
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Information Computer Technology/ Communication Technology Information Systems/ Public Administration/ Public Management or related equivalent 3 -year qualification plus a minimum of 3 years relevant working experience in Certification Environment at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge and understanding of the social dynamics of Communities Knowledge of Public Service Act and Regulations, Employment of Educator's Act, Performance Financial Management Act, SASA, Labour Relation Act, Knowledge of Gazette 31337 as amended and Knowledge of relevant legislation pertaining to Exams and Assessments Processes. Excellent communication (verbal & written) and interpersonal skills. Ability to work under pressure, Computer literacy in MS Excel, MS Word, MS Access and MS Office, Planning, Organising, Analytical, Conflict Management, Report writing, Problem Solving, Facilitation and Presentation skills. A valid South Africa driver's license.
<u>DUTIES</u>	:	Ensure development of a credible statement of results and certification archival system. Ensure extraction and collation of examination information from Integrated Examination Computer System (IECS). Coordinate and requisition of statement of results and examination certificates from Umalusi and SITA accredited service providers and distribution thereof to respective districts as per examination centers. Supervision of the individual help desk for certification relating to combinations, reissue of lost and replacement of damaged certificates. Ensure verification process of all Grade 12 certificates. Coordinate training, induction and support of IECS system users pertaining to the decentralization of certification services to all districts. Ensure printing of certificates by the accredited SITA and Umalusi institutions. Implement and

enforce directives of Umalusi and National Policy regarding printing and issuing of certificates. Participate in the archival and dissemination of examination results/ Umalusi policies, procedures and guidelines. Participate in the development of the departmental Integrated Examination Computerized Systems (IECS) policies, procedures and guidelines. Provide input on provincial policy on examinations and assessment guidelines and procedures. Attend and report on the unit's activities in the PESAC, and ESAC. Ensure compliance on relevant legislation, regulatory framework and reporting requirements. Supervision and development of Staff. Ensure that all staff are trained and developed in line with the Performance Management and Development System.

ENQUIRIES : Mr. Linda Xulu Tel No: (010) 601 8009

POST 18/232 : **ASSISTANT DIRECTOR: WEBSITE PUBLICATIONS REF NO: HO2023/05/30**
Directorate: External Communication and Media Liaison

SALARY CENTRE REQUIREMENTS : R424 104 per annum
: Head Office, Johannesburg
: An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) in Communication/ Journalism/ Public Relations or three-year related qualification plus 3 to 5 years' experience within Communications environment at a supervisory level and or at a post equivalent to salary level 8/7. 2 years' experience in Journalism will be an added advantage. Knowledge of Public Service Act and Regulations. Communication policies and practices and Communication theories. Computer literacy, Communication Skills, Change management, Project Management, Good Interpersonal relations, Presentation and Policy development and research skills.

DUTIES : Production of Content for Publication (Content Development). Conduct in-dept research and collect relevant information for publication of posters, brochure, banners and newsletters. Coordinate design/ layout, styles of publications. Develop, update and source photographic content for intranet/ internal platforms. Coordinate proofreading and editing of content for all Publications. Chair the newsroom style editorial team in terms of editing and translation of departmental content intended for communities into 4 Gauteng official languages. Create content for booklets, newspaper adverts, posters & flyers, maintain accuracy and identify errors. Coordinate the drafting of well-constructed newsletters, banners and posters. Coordinate printing and distribution of Departmental Publications. Manage the Printing and Distribution of internal/ external publications. Assist with departmental strategic publications to be in line with Government Communications and Information Systems (GCIS) editorial guidelines. Coordinate online departmental publications. Provide advice on format, length and content of all publications intended for external communication. Supervise and develop Staff. Ensure that staff are assessed in line with the performance management system. Identify the need for training and development of staff.

ENQUIRIES : Mr Jeffrey Mmope Tel No: 011 355 0972

POST 18/233 : **ASSISTANT DIRECTOR: INFRASTRUCTURE CAPEX AND SCHEDULED MAINTENANCE PROJECTS AND PROGRAM IMPLEMENTATION REF NO: HO2023/05/31 (X2 POSTS)**
Directorate: Infrastructure Delivery Management

SALARY CENTRE REQUIREMENTS : R424 104 per annum
: Head Office, Johannesburg
: An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Project Management/Public Administration/ Public Management or related equivalent 3 -year qualification plus a minimum of 3 years relevant working experience in providing administrative/project support within the infrastructure environment at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of Public Service Act and Regulations, Infrastructure projects/policies and National and Provincial Frameworks. Excellent communication (verbal & written) and interpersonal skills. Ability to work under pressure, Computer literacy in MS Excel, MS Word, MS Access and MS Office, Planning, Organising, Analytical, Report writing and Problem-Solving Skills. A valid South Africa driver's license.

DUTIES : Provide secretarial support to the infrastructure capex and schedule Maintenance projects and program implementation Sub-Directorate. Compile the agenda of meetings and circulation of accompanying memoranda. Compile minutes of the meetings, discussions and workshops to relevant stakeholders. Co-ordinate meetings including overseeing the logistics, transport arrangements. Provide support in the development and analyses of projects reports. Collect and compile information regarding projects that needs to be investigated. Liaise and monitor projects reporting from internal and external stakeholders. Analyze infrastructure projects and compile quarterly, annually and monthly reports for internal and external stakeholders. Implement and maintain tracking system for all projects. Plan, implement and monitor the Expanded Public Works Programme Projects. Identify and priorities the need for the EPWP service in schools. Develop a project plan and implementation plans of the EPWP. Collect and analyze information received from the schools on EPWP projects. Monitor the credible non-financial information in the infrastructure reporting model to ensure compliance. Identify the gap in the non-financial information in the infrastructure reporting model and notify the responsible managers/project managers to update the information. Monitor the credibility of information extracted from IRM for preparation of Infrastructure End of Year Evaluation, U-AMP and IPMP. Supervise staff. Co-ordinate the performance agreements/ assessments for the directorate and manage staff leave.

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

POST 18/234 : **ASSISTANT DIRECTOR: SCHOOL FINANCIAL GOVERNANCE AND MONITORING REF NO: HO2023/05/32**
Directorate: School Funding Management

SALARY : R424 104 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate 3-year National Diploma/Degree qualification (NQF Level 6/7) in Financial Management, Accounting, Public Finance, Cost and Management and related qualification majoring in accounting/finance plus a minimum of 3 years relevant working experience in the financial management environment at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of Legislative Frameworks (Public Finance Management Act, and Treasury Regulations), Financial Circulars, Government budget and expenditure process. Skills: Excellent communication (verbal & written), interpersonal skills, Project Management, Problem Solving, Presentation, Analytical and Financial Management skills. Computer literacy, People management, Report writing and minutes taking, Facilitation, Planning and Organizing skills. A valid South Africa driver's license is required.

DUTIES : Monitor financial controls and systems in Public Ordinary Schools, LSEN, Independent Schools and funded Early Childhood Development Sites. Coordinate with the districts to ensure that there are proper financial internal control systems in place in all schools. Ensure that schools have proper financial management systems to maintain financial records as required by SASA. Monitor budget allocated to schools as per Norms and Standards. Ensure that schools have compliant and updated finance policies and provide advice to schools to ensure compliance. Conduct impact assessments on the capacity and awareness programmes. Develop financial management policies and manuals as per SASA. Facilitate and coordinate financial management trainings and workshops to schools. Ensure that schools comply with SASA regarding managing and administering of school funds. Ensure compliance with regards to preparation of and audit of annual financial statements. Analyse and interpret the annual financial statements. Identify, conduct plan inspections and advice schools on the financial management matters. Provide technical support to districts on matters of financial management and reporting. Ensure schools comply with the best asset management practices. Facilitate and manage the process of compensation for fees exempted by schools. Ensure administration and payments of partial section 21 municipal services and accounts. Coordinate monitoring of section 21 municipal services and accounts with the districts. Attend meetings with and queries relating to municipalities. Ensure the effective, efficient and economic utilization of allocated resources. Identify and manage subordinates' development needs. Conduct performance assessments for subordinate personnel.

ENQUIRIES : Mr Itumeleng Mogashoa Tel No: 011 355 1034

POST 18/235 : **ASSISTANT DIRECTOR: SCHOOL ICT SUPPORT REF NO: HO2023/05/33**
Directorate: School System Development and Technical Support

SALARY : R424 104 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate three-year National Diploma/Degree (NQF Level 6/7) in Information Technology or related three-year qualification plus minimum of 3 years' experience in providing IT Technical Support in the IT environment at a supervisory level and or at a post equivalent to salary level 8/7). A sound knowledge of LAN/WAN Support. Knowledge of Microsoft Platform/environment: (MS Office suite; Office 365 and Windows), sound knowledge on mobile device support (Android, IOS etc.). Applications support (e.g. SA SAMS, On-line Admission application). Knowledge of Legislative Frameworks within the Public Sector. Knowledge of IT Policies and processes. Ability to detect and resolve users' queries on time and have a general strong problem-solving skill. Innovative thinking abilities, Work independently as well as in a team, telephone etiquette, project management, good customer relations, good verbal and written communication skills. Understanding of IT Governance Framework and ITIL Framework is required. Knowledge in Data Management is required. A valid driver's license is essential.

DUTIES : To manage and constantly monitor the network connectivity environment e.g. WAN, Broadband, LAN, Wi-Fi, APN, and 3G/4G connectivity. Troubleshoot and ensure the connectivity uptime and functionality. Ensure all Public Schools are accessible electronically e.g.-mails and communications facilities). Manage Technical Desktop Support functions by providing Hardware and software support to Institutions. Ensure the maintenance of the ICT devices. Ensure installation of hardware and software. Maintain IT registers. Provide roll-out Applications Support to Schools (e.g. On-line Admission application system, SA SAMS application support, Principals' Communication platform). Provide support in the implementation of ICT projects in schools. Supervise and provide support to the allocated IT Technicians. Keep abreast with the IT best practices, IT policies and IT standard operating procedures.

ENQUIRIES : Ms. Martha Pule Tel No: (011) 355 1234

POST 18/236 : **ASSISTANT DIRECTOR: NETWORK SERVERS & STORAGE MANAGEMENT REF NO: HO2023/05/34 (X2 POSTS)**
Directorate: IT Support Services

SALARY : R424 104 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate three-year National Diploma/ Degree in (NQF Level 6/7) Information Technology (Networks-routing, switching) or related three-year qualification plus a minimum of 3 years relevant working experience in advanced network support and maintenance experience with relevant networking certification e.g. CCNA or equivalent at a supervisory level and or at a post equivalent to salary level 8/7). Knowledge of LAN /WAN Support, Microsoft platform, Project Management, knowledge of Legislative Framework within the Public sector. Knowledge of IT Policies, Knowledge of Technical Support. Skills required: Strong IT Technical skills, Ability to detect and resolve users queries on time. Be able to work independently as well as teamwork, telephone etiquette, good customer relationship management. understanding of how the government systems and application operation. Advance network support and maintenance experience with relevant network certificate e.g CCNA or equivalent. A valid driver's license.

DUTIES : To provide an efficient and effective management of LAN and WAN at (GDE Schools). Successful candidate will be responsible for administration and maintenance of local area network, keep and maintain the network diagrams and manage all network incidents and report on them. To monitor of WAN availability, reporting and acknowledgement of downtime. Ensure mandatory good practice. To create network procedures, policies and guidelines. To keep records of updated cabling diagrams. Ensures compliance of bandwidth management and farewell policies. To manage network security throughout GDE school's ICT Infrastructure. Ensure network security, patch compliance, report on monthly risk vulnerability and changes, planning, and performance issues. To manage, monitor and report on IT related special projects. Distribute of dongles and manage LAN connectivity at the smart schools.

		Ensure that there is always connectivity at the technology devices to school and Hardware Asset Management.
<u>ENQUIRIES</u>	:	Mr Siphon Kunene Tel No :011 355 1271
<u>POST 18/237</u>	:	<u>ASSISTANT DIRECTOR: EXAMINATIONS ADMINISTRATION REF NO: GE2023/05/35</u> Sub-Directorate: Curriculum Management and Delivery
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum Gauteng East District An appropriate three-year National Diploma/Degree (NQF Level 6/7) qualification in Public Administration/ Public Management or a three-year related qualification plus a minimum of 3 years relevant working experience within Examination or Assessment environment in the execution of Examinations administration at District or higher levels at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge and experience of PFMA, Transport Policy, Strategic Planning and other legislative frameworks applicable to the Public Sector will be a strong recommendation. Leadership, management, conflict resolution and good communication skills (written & verbal). Must have computer literacy and the ability to work under pressure. A valid South Africa driver's license.
<u>DUTIES</u>	:	Manage and oversee centre and learner registrations in the district. Ensure that new public and independent centers meet the minimum requirements to be registered as examinations centers. Manage the registration processes of Grade 10, 11 and 12, AET Level 4, NSC part-time and repeater candidates; Supplementary, remark / recheck and the Senior Certificate candidates. Conduct registration mediation policy sessions with all stakeholders. Administer concessions for all Schools during assessment/examinations period. Confirm and clear immigrant candidates on the Integrated Examination Computer System (IECS) and minimize technical irregularities. Establish readiness of centers to conduct the examinations. Audit registered exam centers to establish the readiness to conduct the examinations. Manage and compile examination related plans before commencement of examinations (i.e. Management and Monitoring Plans). Oversee and support the induction and training of Chief Invigilators, Invigilators, exam support staff, Candidates on roles and responsibilities during the exam period. Appoint a Script Library Manager (i.e. Senior Admin Officer) to ensure safe storage of scripts in the District. Ensure that Scripts are scanned, packaged and distributed to Marking Venues. Oversee the conduct, administration and management of Examinations (i.e. AET Level 4, NSC and amended Senior Certificate, NCS Preparatory and Final exams). Control question papers received from the Head Office, and the district's control list. Ensure that the Senior Education Specialist, Examination Administration submit a formal report on the conduct of the exams to Head Office. Manage and report on any irregularities experienced during the conduct of exam. Facilitate emergency concessions in collaboration with the Psychologist in the District. Administer result certification distribution and remarking processes. facilitates the application for the issuing of certificates -reissue, replacement and combination of result. Ensure control and collect certificates for external clients (Public). Attend to queries from the public regarding registration, results and certification. To coordinate and monitor the budget, resources and overall management of the unit. General supervision of employees and manage performance. Draft the overtime budget of the unit and ensure approval. Collaborate with other Business Units on exam related issues.
<u>ENQUIRIES</u>	:	Mr. Mpho Leotlela Tel No: (011) 736 0717
<u>POST 18/238</u>	:	<u>ASSISTANT DIRECTOR: OFFICE SERVICE POOL (X2 POSTS)</u> Sub-Directorate: Finance and Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum Tshwane South District Ref No: TS2023/05/36 Johannesburg Central District Ref No: JC2023/05/37 An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) in Public Administration/Public Management/ Office Management /Transport management/Archives and Records Management or three-year related qualification plus a minimum of 3 years relevant working experience at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge

of Treasury Regulations and PFMA. Building and office administration. Fleet management. Filing systems. Administration procedures relating to specific working environment, including norms and standards. Skills Planning and organizing. Client service. Interpersonal relations. Problem solving. Conflict resolution. Computer literacy. Report writing skills. Ability to perform routine tasks. A valid South Africa driver's license.

DUTIES : Check if the Registry is compliant to the National Archives and Records Service Act, 1996. Ensure the distribution of mail between the District and Schools and within the District. Ensure the collection of mail from the Post Office and the distribution thereof. Management of the Courier Services at the District Office. Create and manage database for disposal of records. Maintenance and cleanliness of the building. Procurement of cleaning material. Inventory management for cleaning material. Provide assistance on office needs for resources. Management of bulk Printing. Maintenance of the outside environment. Management of contracts, VIZ: Cleaning contract, Hygiene services, Labour Saving Devices Wastepaper management. Manage the delivery, distribution and storage of goods ordered. Manage and control of consumable inventories. Liaise with units regarding other resource related to office administration. Maintenance of infrastructure. Booking of venues. Ensure Departmental Security Policy is implemented. Ensure access control for officials, visitors and cars. Ensure the safeguard of officials and GDE property. Ensure parking is allocated to officials and parking fees are paid as per the policy. Management and control of Logbooks for both Sub cars and G-Fleet as prescribed by Policy. Management of the Asset registers for both G-Fleet and Subsidized vehicles. Monitor effective utilization on of both G-Fleet and Subsidized vehicles. (PFMA compliance) Ensure GG Cars are sent for maintenance. Ensure License disks are replaced. Submission of monthly expenditure reports related to the mileage and fuel usage. Ensure the capturing of expenditure for GG-vehicles take place on a monthly basis on the ELS-system. Attendance of monthly meetings and provide feedback to the District team. Monthly reporting based on start and end dates of subsidized vehicles to avoid refunds after the officials have left the system. Monitor and manage the allocated budget for the unit. Ensure that the goods and services are procured for the unit and District auxiliary service needed. Ensure that the budget is presented accurately and timeously on a monthly basis. Ensure that the expenditure report aligns with the Operational Plan and Procurement Plan.

ENQUIRIES : Mr. Thabiso Mphosi (TS District) Tel No: (012) 401 6434
Mr. Linda Mabutho (JC District) Tel No: (011) 983 2231

POST 18/239 : **ASSISTANT DIRECTOR: FINANCE AND PROCUREMENT (X2 POSTS)**
Sub-Directorate: Finance and Administration

SALARY CENTRE : R424 104 per annum
Johannesburg East District Ref No: JE2023/05/38
Johannesburg Central District Ref No: JC2023/05/39

REQUIREMENTS : An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) qualification in Finance / Supply Chain Management / Economics / Business / Purchasing/Logistics or three-year related qualification plus a minimum of 3 years' experience in SCM at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge and experience of SAP, BAS, PFMA, Treasury Regulations, provisioning procedures and other legislative frameworks applicable to the Public Sector will be a strong recommendation. Leadership, management, conflict resolution and good communication skills (written & verbal). Must have computer literacy and the ability to work under pressure. A valid driver's license.

DUTIES : Implementation of financial and procurement policies and procedures. Enquiry office is operating efficiently. Manage/ oversee the capturing of RLS01 on either P. CARD/SRM systems. Ensure that Vendor are registered on EIS System and vendor information forms are copied, recorded, and forwarded to GDF for registration. Receipt of requisitions (RLS01's) and processing thereof. Capturing of GRVs RLS02 on SRM within 24 hours and payment within 30 days. Follow up on outstanding payments for service providers. Clear web-cycle entries weekly. Efficient operations i.e. collection of payrolls – payslips distributed and returned within 7 working days. Proper record keeping with regards to payroll administration. Liaise with schools and units regarding payroll issues. Distribution of IRP5s. Compare accuracy of payroll with exception report and liaise with THRS with reference to the exception report.

Non-compliance letters issued for return of payrolls. Report to HO on completeness of payroll return and exception report. Implementation of petty cash policies and procedures. Cashier's office operates efficiently, and petty cash is replenished when needed. Monitor and bank revenue as and when needed. Function as team leader by supervising tasks and responsibilities of sub-ordinates. Provide training of staff on procedures and processes. Performance management is done, and poor performance is identified and addressed. Office administration matters and effective, efficient record keeping. Provide monthly management reports. Attend management meetings.

ENQUIRIES : Ms Elizabeth Moloko (JE District) Tel No: (011) 666 9109
Mr. Linda Mabutho (JC District) Tel No: (011) 983 2231

POST 18/240 : **ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: GW2023/05/40**
Sub-Directorate: THRS

SALARY CENTRE REQUIREMENTS : R424 104 per annum
: Gauteng West District
: An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Human Resource Management or three-year related qualification majoring in HR/ Personnel Management plus a minimum of 3 years relevant working experience in human resource management/administration at a supervisory level and or at a post equivalent to salary level 8/7. Experience in structuring of packages for the SMS / MMS members will be an added advantage. Knowledge of SMS / MMS policies and prescripts. Knowledge and understanding of current education and public service legislations, regulations and policies. Excellent communication (verbal and written) and interpersonal skills. Computer literacy in MS Excel and the ability to be expert level on Microsoft Word usage, MS Access and MS Office and Presentation. PERSAL reporting experience, Ability to be able to solve complex salary related matters and the skill to perform manual salary related calculations will be an advantage. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use of PERSAL and provide expert advisory support to business. A valid South African driver's license.

DUTIES : Ensure the provision of all personnel administrative aspects on conditions of service. Maintain policies and ensure compliance with the relevant regulatory framework. Advise line managers and employees on conditions of service, staffing practices and remuneration. Ensure conditions of services processes and standard operating procedures are effective and efficient. Compile reports and assist in the conducting of HR Audits. Ensure the implementation of termination transactions on PERSAL and update records on PERSAL. Advise finance on termination for recovery of assets. GDF (e-Gov) on debt not captured on PERSAL. Submit completed exit questionnaire to notify Performance Management Development on resignation for intervention. Support members of the Senior management services, on all service termination payments and benefits. Advise SMS/MMS members on how to structure packages. Verify that PILIR register is prior to the processing of termination. Train Office/District based employees on the completion of documents and the termination policy for the following resignation, contract expiry, retirement, death, ill Health retirement, early retirement, severance package, exit interviews. Quality assures the correct capturing of termination on Persal against outcome. Participate in the development of all departmental Human Resource Transaction policies, strategies, procedures and ensure the implementation and adherence by Departmental personnel thereof. Participate in the development of HR Procedure manuals and Facilitate HR administration activities or processes. Provide a Human Resource advisory on conditions of services to all departmental personnel. Ensure effective, efficient supervision of staff and management of resources. Ensure human resources in the unit and maintain discipline and the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions.

ENQUIRIES : Ms. Louisa Dhlamini Tel No: (011) 660 4581

POST 18/241 : **ASSISTANT DIRECTOR: OHS SCHOOL COMPLIANCE REF NO: HO2023/05/42 (X2 POSTS)**
Directorate: Security Services & Safe School Management

SALARY : R424 104 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Safety Management/ Disaster Management/ Environmental Management/ and Public Administration or three-year related equivalent qualification plus a minimum of three years' relevant experience in Safety Management Environment at a supervisory level and or at a post equivalent to salary level 8/7. Experience in understanding, Safety laws and regulations as well as the South African Schools Act. will be an added advantage. Knowledge of Public Service Act and Regulations, Employment Equity Act, Occupational Health and Safety Act, South African Schools Act, Labour Relations Act, Protection of Childers Act and Workplace Ethics. Excellent communication (verbal & written), Investigation and Incident Management skills. Good interpersonal relation skills. Computer literacy, Planning and Organising, Analytical, Conflict Management, Report writing, Problem Solving, Facilitation and Presentation skills. A valid South Africa driver's license.

DUTIES : Ensure the provision of Occupational Health and Safety training and implementation thereof in schools. Ensure provision of Occupational Health and Safety training initiatives for educators and learners at schools. Ensure coordination and linking of schools to their local clinics and hospitals within the district. Ensure the establishment and appointment of an Occupational Health and Safety Committees at schools. Ensure implementation of school Occupational Health and Safety emergency response protocols and procedures such as emergency evacuation drills to avert Occupational health disasters. Ensure the conducting of Occupational Health and Hazard exposure audits in schools. Ensure that schools have approved and visible emergency evacuation plan directions and signage on their premises. Conduct investigations and report on potential Occupational Hazards and incidents at schools. Coordinate the establishment and maintenance of sickbays/ isolation rooms at schools. Ensure coordination and provision of emergency and safety equipment to schools . Ensure coordination on procurement and delivery of first aid kits and fire extinguisher equipment for all the prioritised areas at schools. Ensure development of School Occupational Health and Safety policies, procedures and guidelines advocacy (SHE&HIRA). Enforce compliance on relevant Occupational Health and Safety Act legislation, regulatory framework and reporting requirements. Supervision of Staff. Ensure that staff are trained, developed and assessed in line with the PMDS policy to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Ms Michelle Mutarara Tel No: 010 600 6179

POST 18/242 : **ASSISTANT DIRECTOR: RESEARCH COORDINATION REF NO HO2023/05/45 (X2 POSTS)**
Directorate: Education Research and Knowledge Management

SALARY : R424 104 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate 3-year National Diploma/Degree qualification (NQF Level 6/7) in Education Research / Communication / Library and Information Science / Econometrics or related three- year qualification plus a minimum of 3 years relevant working experience in research environment at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of statistical analysis such as SPSS or STATA will serve as an advantage. Knowledge of applicable legislation, regulation and policies. Computer literacy (Power Point and Excel at an advance level), Communication skills, Interpersonal skills, Research skills, Presentation Skills. A valid driver's license is essential.

DUTIES : Coordination of student and academic research requests. Process Research requests from Higher Education Institutions. Maintenance of Research Frameworks. Analyze research reports from Higher Education Institutions to inform GDE policies. Disseminates research findings from Higher Education Institutions. Conduct and compile desktop research reports and rapid empirical research studies in response to GDE research needs. Develop Concept documents, Data collection, Data analysis, Write research reports. Dissemination of Research Outputs. Conduct client's satisfaction survey on

research requests procedures. Document proceedings reports for Summits/Colloquia/Conferences and Round table discussions, Newspaper Content Analysis in relation to GDE research needs, Support Commissioned research projects.

ENQUIRIES : Ms Faith Tshabalala Tel No: 011 355 0488

POST 18/243 : **ASSISTANT DIRECTOR: PROVISIONING AND ADMIN FOR INSTITUTION REF NO: JE2023/05/48**
Sub-Directorate: Finance and Administration

SALARY CENTRE REQUIREMENTS : R424 104 per annum
: Johannesburg East District
: An appropriate three-year National Diploma/Degree qualification in Financial Management, Accounting, Public Finance, Cost and Management Accounting or related three-year qualification plus a minimum of 3 years relevant working experience in the financial management environment at a supervisory level and or at a post equivalent to salary level 8/7. Procurement directives (Supply chain management manual). Treasury Regulations, PFMA and SASA. Administration procedures relating to specific working environment, including norms and standards for school funding. Planning and organizing, Computer literacy, Client service, Compilation of Management reports, Interpersonal relations, Problem Solving, to maintain discipline in resolving conflict, Ability to perform ad-hoc task. Knowledge of PMDS process. Ability to communicate with team members. Valid driver's license.

DUTIES : Ensure effective financial management in all schools (POS, LSEN & Subsidized. Independent schools). Implement SASA, Independent Schools Regulations, DBE Circulars (M1, M3, M4) and other relevant finance prescripts and ensure compliance by schools thereof. Ensure that schools possess effective control systems and approved finance policies and guidelines. Ensure effective maintenance of financial records by Institutions and data through utilization of financial management systems and/or other Third-Party Systems. Monitor all funds received and spent by the Institutions (e.g. grants, school fees, donations, fund raising, and any other revenue generated by schools). Coordinate and conduct financial management training and workshop sessions to all respective Institutions. Conduct inspections and advise schools on financial management matters. Ensure submission of financial statements by schools in accordance with regulated timeframes. Coordinate and facilitate the preparation, collection and analysis of reports (i.e. monthly expenditure reports, bank reconciliation statement from schools and relevant internal reports). Provide support to schools with the breakdown of transfer of subsidies and related revenues. Ensure the reconciliation of budget vs payments as per final resource allocation. Coordinate and facilitate the receipt and distribution of Statement of Payments made to schools in relation to subsidies. Implement Circular 45 of 2003, Public Benefit Organizations, and School Fee Exemption in schools. Ensure monitoring of all public schools' Municipal and Eskom accounts. Coordinate and facilitate the submission of monthly reconciliations for section 21 schools' municipal payments to Head Office. Ensure intervention on schools' non-compliance to municipal obligations (e.g. arrangement of payment plan with Municipality). Ensure compliance in terms of asset management process at Public Schools within the District. Ensure compliance at schools with regards to asset management prescripts (i.e. policy, processes, and procedures) of the Department. Coordinate ordering of school furniture (i.e. learner furniture, ICT and other related assets). Ensure effective maintenance of Theft and Loss Register by schools and conducting of stocktaking by schools and provide report thereof. Ensure the effective, efficient and economic utilization of allocated resources. Compile and submit Job Descriptions, Performance Agreements, Assessments, and Performance Development Plan for staff. Supervise the staff.

ENQUIRIES : Ms Elizabeth Moloko Tel No: (011) 666 9109

POST 18/244 : **PERSONAL ASSISTANT REF NO: HO2023/05/47**
Directorate: School Sports and Extra Curricular Coordination

SALARY CENTRE REQUIREMENTS : R294 321 per annum
: Head Office, Johannesburg
: Secretarial Diploma or equivalent qualification plus 3-5 years' experience in rendering secretarial/administrative support service. Knowledge of

procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy in packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc.). Good problem-solving and analytical skills. Ability to work in a team and independently. Ability to organise/prioritise tasks and effectively manage time. Willingness to occasionally work after hours when needed.

DUTIES

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

ENQUIRIES

: Ms Mahlodi Ragolane Tel No: 011 843 6858

DEPARTMENT OF HEALTH

ERRATUM: Department of Health: Emergency Medical Services: Kindly note that the following posts were advertised in Public Service Vacancy Circular 16 dated 13 May 2023, Human Resource Officer Level 07(Midrand) (X3 Posts), Administrative Officer Level 07 (Midrand) and Emergency Care Officer Grade 1 BLS (X150 Posts): (All Districts) 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 not successful. The closing date is still the 26 May 2023

OTHER POSTS

POST 18/245

: **MEDICAL SPECIALIST: CARDIOTHORACIC SURGERY REF NO: REFS/017304 (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 REQUIREMENTS

: Dr George Mukhari Academic Hospital
: **Grade 1:** Grade 12. 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 in Cardiothoracic Surgery 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.

- DUTIES** : Participate in the delivery of a 24 – hour in-patient cardiothoracic surgery service. Undertake teaching of undergraduate medical students. Develop management protocols for the cardiothoracic surgery service in accordance with the Hospital and Department policies. Provide appropriate surgical care to cardiothoracic surgery patients. Maintain the effective and efficient utilisation of human resource in respect of: overseeing and supervising cardiothoracic surgery staff in the execution of their duties. Training staff and promoting on going staff development in accordance with their individual and departmental development needs. Recruiting and selecting staff in accordance with government prescripts, assessing performance of cardiothoracic surgery staff. Allocating cardiothoracic surgery personnel to respective wards and call roster. Provide measures and guidance on quality assurance to comply with set quality standards. Foster collaboration with other hospitals within and outside the district. Exercise costs control over the activities of the department in with the allocated budget. Participate in all academic and clinical meetings of the cardiothoracic surgery Department. Participate in departmental research activities. Accept responsibility for continuous professional development to keep up to date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Department.
- ENQUIRIES** : Prof. RF Chauke Tel No: 012 521 4232/4992
- APPLICATIONS** : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 09 June 2023
- POST 18/246** : **MEDICAL SPECIALIST REF NO: MRH/2023/45**
Directorate: Psychiatry
- SALARY** : Grade 1: R1 214 805 - R1 288 095 per annum
Grade 2: R1 386 069 - R1 469 883 per annum
Grade 3: R1 605 330 – R2 001 927 per annum
- CENTRE** : Mamelodi Regional Hospital
- REQUIREMENTS** : National Senior certificate plus MBChCh / MBChB plus FC Psychiatry or MMed (Psychiatry). Registration with HPCSA as a Medical Specialist. Appropriate experience in Psychiatric setting. **Grade 1:** No Experience after registration with the HPCSA as Medical Specialist in a normal specialty. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA.).

- DUTIES** : Management of services within the Mental Health Unit both clinical and administrative. Provide effective and efficient outpatient mental health care in the hospital including assessment, treatment and monitoring of psychiatric patients within the framework of the Mental Health Care Act (No. 17 of 2002). Development and implementation of evidence-based, clinical protocols and guidelines. Partake in quality improvement programs including clinical audits, morbidity and mortality meetings and continuous professional development activities in the units and other departments. Implement and monitor adherence to Mental Health Care Act. Rendering of afterhours services including weekends (commuted overtime). Lead the multidisciplinary team discussions of patients in the psychiatric wards. Liaise with referral centres for patients who need further care and investigations. Training of staff members in the unit and other departments. Active participation in all hospital committees. To liaise with external stakeholders where appropriate and always maintain Professional and Ethical conduct.
- ENQUIRIES APPLICATIONS** : Dr EB Mankge Tel No: (012) 841 8305
: Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
- FOR ATTENTION NOTE** : Mr. MH Hlophe (HR Manager)
: Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV ONLY. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
- CLOSING DATE** : 19 June 2023
- POST 18/247** : **MEDICAL SPECIALIST REF NO: SBAH 0035/2023 (X1 POST)**
Directorate: Critical Care
2 Year Post
- 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
: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anesthesiology, General Surgery, Internal Medicine, Emergency Medicine, Obstetrics & Gynaecology or Neurosurgery. Must be committed to complete a 2 year full time fellowship training program in critical care.
- DUTIES** : This will include afterhours work (weekends and weekdays). The Critical Care fellow functions as a member of the multidisciplinary critical care team that manages High Care and Critical Care Unit patients. Specific duties include: Full time clinical service provision within the Unit of Critical Care for the prescribed period. Patient management and supervision of junior medical staff. Participation in the critical care academic program. Completion of the prescribed clinical rotation program. Maintaining and completing a monthly logbook. Participation in departmental research activities. Rotation through the training circuit hospitals.
- ENQUIRIES APPLICATIONS** : Prof F Paruk Tel No: 012 354 2107
: 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** : 09 June 2023
- POST 18/248** : **MEDICAL SPECIALIST (INTERNAL MEDICINE) REF NO: HRM/2023/46**
Directorate: Clinical
- SALARY** : Grade 1: R1 214 805 - R1 288 095 per annum
Grade 2: R1 386 069 - R1 469 883 per annum
Grade 3: R1 605 330 - R2 001 927 per annum
- CENTRE REQUIREMENTS** : Mamelodi Regional Hospital
National Senior certificate plus MBChB / MBChB qualification. Registration with the HPCSA as Medical Specialist in Internal Medicine. The successful candidates 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 multi-disciplinary team. No experience required.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care. Supervising of junior medical staff, willing to do commuted overtime rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meeting and completing MEDCO Legal Documents timeously (e.g., Death certificate. Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plants. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related department at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities. Commuted Overtime Is Compulsory.
- ENQUIRIES APPLICATIONS** : Dr EB Mankge Tel No: (012) 841 8305
Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
- FOR ATTENTION NOTE** : Mr MH Hlophe (HR Manager)
Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV ONLY. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
- CLOSING DATE** : 19 June 2023
- POST 18/249** : **DEPUTY MANAGER: PHARMACEUTICAL SERVICES REF NO: MSD2023/01**
Directorate: Warehouse
- SALARY** : R1 129 116 per annum, plus benefits
- CENTRE REQUIREMENTS** : Medical Supplies Depot
B. Pharm or equivalent qualification. Current pharmacist registration with the South African Pharmacy Council (SAPC). 5 years of appropriate experience in management/supervisory in the pharmaceutical environment, preferably at a pharmaceutical store/depot. More than 2-year of record in tutoring pharmacists' assistants will be an added advantage. A good understanding of the relevant legislation, National Drug Policy, the Essential Drugs Programme, Public Finance Management Act, and Good Pharmacy Practice relating to

pharmaceutical services. Good verbal and written communication and presentation skills. Sound leadership, analytic and computer proficiency. Proven problem-solving and project management experience, monitoring and evaluation and risk evaluation skills. Must be achievement-driven and self-motivated. A valid driver's license. Extensive knowledge of Pharmaceutical Services' approaches, policies and procedures. In-depth knowledge and experience in the supervision of Pharmaceutical Services. Understanding of PFMA, Medicines and Related Substances Act, and Pharmacy Act. Knowledge and understanding of the legislative prescripts governing the Public Service, Pharmacy Practice and Control of Medicines. Computer literacy. Excellent communication skills (verbal and written). Good team-building, problem-solving and leadership skills. Knowledge and skills in managing quality improvement programs. Sound knowledge and understanding of the mandate of the Medical Supplies Depot. Skills: Knowledge of Standard Operating Procedures and Practices. Knowledge and understanding of Public Services Regulations, Public Services Act, PFMA, Treasury Regulations and related acts and policies. Research, Ethics, Project management, Communication skills (verbal & written), Planning and Organizing, relationship management, Problem Solving & Analytical skills. Policy development and implementation skills. Ability to work independently and as part of a team. Interpersonal skills. Willingness to work irregular hours. Proficient in MS Office packages.

DUTIES

: To perform the duties of a warehouse manager in accordance with the Pharmacy Act, GPP and GWP. Ensure compliance of the warehouse to pharmacy and other relevant legislation. Ensure proper storage of medicines at the depot and distribution to healthcare institutions and facilities. Strengthen stakeholder and warehouse staff engagement to improve performance and service delivery. Facilitate developing and maintaining internal control procedures to mitigate identified risks in the warehouse. Ensure the effective and efficient use of warehouse resources. Represent pharmaceutical services at relevant meetings and serve on various committees and participate in relevant forums in the depot. Coordinate training programmes for Pharmacy assistants, Pharmacist Interns and other support personnel. Develop protocols, standard operating procedures and guidelines for efficient and cost-effective pharmaceutical service. Supervise pharmacists and pharmacist assistants, maintain discipline and deal with grievances and Labour Relations issues in terms of the laid down procedures and policies, and implement Performance Management and Development system. Compiling reports for submission to warehouse management on a monthly and quarterly basis.

**ENQUIRIES
APPLICATIONS**

: Mr Langa Tel No: (011) 628-9173
 : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.

NOTE

: The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSC website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact numbers and e-mail addresses of three recent (3) referees. Certified copies of the Identity Document, Grade 12 Certificate and the highest required qualifications and Proof of current payment of annual fees to SAPC 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. 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. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. MSD reserves the right to utilize practical exercises/tests during the recruitment process to determine the suitability of candidates for the post(s). Correspondence will be limited to shortlisted candidates only.

CLOSING DATE

: 09 June 2023

POST 18/250 : **DEPUTY MANAGER: PHARMACEUTICAL SERVICES REF NO: MSD2023/02**
Directorate: Monitoring and Evaluation

SALARY : R1 129 116 per annum, plus benefits
CENTRE : Medical Supplies Depot
REQUIREMENTS : B. Pharm or equivalent qualification. Current registration with the South African Pharmacy Council (SAPC) as a pharmacist. 5 years of appropriate experience in management/supervisory in the pharmaceutical environment. A postgraduate qualification (NQF 8) in Pharmacy/Healthcare/Supply Chain / Management would be an advantage or 1 year or more proven experience in research/monitoring & Evaluation will be an added advantage. A good understanding of the National Drug Policy, the Essential Drugs Programme, Public Finance Management Act, Good Pharmacy Practice relating to pharmaceutical services, Pharmacy Act, Medicines and Related Substances Act. Good verbal and written communication and presentation skills. Sound leadership, analytic and computer proficiency. Monitoring and evaluation and risk evaluation skills. Must be achievement-driven and self-motivated. Candidates may be asked to bring a letter or certificate of service to prove work experience from their current/previous employer. Failure to attach any of the above-mentioned documents may lead to your disqualification in the process. Extensive knowledge of the Monitoring and Evaluation framework as laid out by DPME. Knowledge of Pharmaceutical Services' approaches, policies and procedures. Computer literacy. Excellent communication skills (verbal and written). Good team building, problem-solving and leadership skills. Knowledge and skills in managing quality improvement programmes. Sound knowledge and understanding of the mandate of the Medical Supplies Depot Skills: Knowledge of Standard Operating Procedures and Practices. Knowledge and understanding of Public Services Regulations, Public Services Act, PFMA, Treasury Regulations and related acts and policies. Research, Ethics, Project management, Communication skills (verbal & written), Planning and Organizing, relationship management, Problem Solving & Analytical skills. Policy development and implementation skills. Ability to work independently and as part of a team. Interpersonal skills. Willingness to work irregular hours. Proficient in MS Office packages.

DUTIES : Responsible for performance management of the entity as per its mandate as a wholesale pharmacy for the Gauteng Department of Health. Responsible for planning, monitoring and evaluation of the wholesale pharmacy. Work with relevant units in assessing the level of adherence of the depot to national and provincial contracts; analyze trends of non-compliance and develop strategies to improve compliance. Strengthen stakeholder and staff engagement to improve performance and service delivery. Facilitate the development and maintenance of internal control procedures to mitigate identified risks. Ensure the effective and efficient use of resources. Represent the wholesale pharmacy at relevant meetings or serve on various committees and participate in relevant forums in the depot. Participate in training programmes for Pharmacy assistants, Pharmacist Interns and other support personnel. Develop protocols, standard operating procedures and guidelines for efficient and cost-effective service delivery. Supervise and manage junior staff, maintain discipline and deal with grievances and Labour Relations issues in terms of the laid down procedures and policies, and implement Performance Management and Development system. Compiling performance and related reports for submission to management on a monthly, quarterly and annual basis.

ENQUIRIES : Mr Langa Tel No: (011) 628-9173
APPLICATIONS : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.

NOTE : The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSC website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact numbers and e-mail addresses of three recent (3) referees. Certified copies of the Identity Document, Grade 12 Certificate and the highest required qualifications and Proof of current payment of annual fees to SAPC 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. 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. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. MSD reserves the right to utilize practical exercises/tests during the recruitment process to determine the suitability of candidates for the post(s). Correspondence will be limited to shortlisted candidates only.

- CLOSING DATE** : 09 June 2023
- POST 18/251** : **MEDICAL OFFICER GRADE 2 REF NO: REFS /KPTH/ 05/03/ 2023**
Directorate: Emergency Medicine
- SALARY** : Grade 2: R1 034 373 - R1 129 116 per annum, (all inclusive)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : MBChB qualification. Registration with the HPCSA as an Independent Medical Practitioner. Recommendation: Postgraduate training and experience in ultrasound and ECG interpretation, or Dip PEC (SA). At least twelve (12) months experience in Emergency Medicine Unit in the last two (2) years. At least three (3) of the following certificates will be recommended: ACLS, ATLS, BLS and PALS. Recommendation: Full EMSSA ultrasound accreditation, FCEM I exam written and passed.
- DUTIES** : Successful candidates will be responsible for the rendering of clinical services in Emergency unit, which includes after-hours work (weekdays and weekends). Clinical guidance of Emergency unit nurses, community service doctors and interns. Accompaniment and clinical guidance of medical students and clinical associates. Assist with logistic arrangements including waiting times in the Emergency Unit. Participation in the academic programme of the Department of Family & Emergency Medicine.
- ENQUIRIES** : Prof MM Geysler Tel No: (012) 318 6700
APPLICATIONS : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. 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.
- CLOSING DATE** : 09 June 2023
- POST 18/252** : **MEDICAL REGISTRAR REF NO: REFS /KPTH/ 05/01/ 2023 (X2 POSTS)**
Directorate: Anaesthesiology
- SALARY** : Grade 1: R906 540 per annum, (all inclusive)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : MBChB degree Registered as an Independent Medical Practitioner with HPCSA. Postgraduate training and experience in Anaesthesiology are necessary. Twelve (12) months of experience in an Anaesthesiology Unit is preferred. The DA(SA) is required. FCA (SA) part I is recommended. The following certificates will be recommended: ACLS, and PALS.
- DUTIES** : Successful candidates will be responsible for rendering clinical services, including after-hours work (weekdays and weekends). Patient management and full-time clinical service provision is performed within the Anaesthesiology

department. Participation in administrative duties, teaching and research activities is required. The successful candidates must also rotate through related departments at various hospitals.

**ENQUIRIES
APPLICATIONS**

: Dr. M. Mbeki Tel No: (012) 373 1051
: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.

NOTE

: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form accompanied by a CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. 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.

CLOSING DATE

: 09 June 2023

POST 18/253

: **MEDICAL OFFICER: REF NO: REFS /KPTH/ 05/04/ 2023**
Directorate: Internal Medicine

**SALARY
CENTRE
REQUIREMENTS**

: R906 540 per annum, (all inclusive)
: Kalafong Provincial Tertiary Hospital
: MBChB registration with the HPCSA as an Independent Medical Practitioner. Applicants must have an interest in Internal Medicine. Additional related postgraduate qualification and completion of part 1 of the FCP (SA) examination will be an added advantage.

DUTIES

: The successful candidate will be expected to work in the department of Internal Medicine at Kalafong. Work will include delivering clinical care to all in-patients in the service unit allocated to as well as performing outpatient clinic duties. The main responsibility will be to assess and evaluate patients with internal medicine disorders on calls. Admit and clerk patients to the internal medicine wards and to follow patient care through until discharge. The successful candidate will work independently but will be supervised by a specialist physician. The candidate will be expected to do patient related administrative tasks and schedule follow-up outpatient appointments. A major responsibility will be to keep proper clinical records. The successful candidate will be expected to frequently attend academic meetings and do case and journal presentation at these meetings.

**ENQUIRIES
APPLICATIONS**

: Prof. D. G Van Zyl Tel No: (012) 373 1015
: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.

NOTE

: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. 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.

- CLOSING DATE** : 09 June 2023
- POST 18/254** : **MEDICAL REGISTRAR: GENERAL SURGERY REF NO: REFS/017305 (X1 POST)**
Directorate: Clinical Services
- SALARY** : R906 540 per annum, (all package inclusive)
- CENTRE** : Dr George Mukhari Academic Hospital
- REQUIREMENTS** : MBChB or equivalent qualification that allows registration with the HPCSA as a Medical Practitioner. current registration with HPCSA as a medical Practitioner. A minimum of 2 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner Advanced Trauma Life Support, Basic Surgical Skills and Primaries will be an added advantage.
- DUTIES** : 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. 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 and proper record keeping. Work as a team with all staff. To perform commuted overtime in order to provide a 24hr clinical service Other: Registrars will be required to register as post-graduate students with the University according to the requirements for the discipline in the yearbook and guidelines.
- 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.
- 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, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 09 June 2023

- POST 18/255** : **MEDICAL REGISTRAR: INTERNAL MEDICINE REF NO: REFS/017301 (X1 POST)**
 Directorate: Clinical Services
- SALARY** : R906 540 per annum, (all package inclusive)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : MBChB or equivalent qualification that allows registration with the HPCSA as a Medical Practitioner. Current registration with HPCSA as a Medical Practitioner. Primaries will be an added advantage.
- DUTIES** : Patient Care: Offer comprehensive medical care to Internal Medicine patients-General/Subspecialties/Outpatients and Inpatients. Deal with referrals and transfers from level 1, 2 and 3 facilities from the Hospital drainage Area. Daily ward rounds in the medical wards, level 1 (problems) and daily inpatient and outpatient care. See consultations from other departments. Writing meticulous discharge summaries for all patients. Run medical outpatient and sub-specialty clinics. Up-referral of properly worked-up, appropriate patients to sub-specialties. Down-referral of all stable patients to level 1 clinics. Teaching: Formal training of junior medical officers, registrars, medical students and allied health workers. Mentorship of Staff (Junior Medical Officers, Registrars, Nurses) in the Medical Wards and Clinics and from facilities that refer to DGM Hospital. Outreaches Level 2 and 3 Hospitals
- ENQUIRIES** : Prof ND Madala Tel No: (012) 521-3276
APPLICATIONS : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 09 June 2023
- POST 18/256** : **MEDICAL REGISTRAR: PSYCHIATRY REF NO: REFS/017299 (X2 POSTS)**
 Directorate: Clinical Services
- SALARY** : R906 540 per annum, (all package inclusive)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : MBChB. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the HPCSA as an independent medical practitioner. Additional qualifications e.g. Diploma in mental health and or Part 1 of the FC Psych examination will serve as an added advantage.
- DUTIES** : Patient Care: Offer comprehensive medical care to Psychiatry patients. Deal with referrals and transfers from level 1, 2 and 3 facilities from the Hospital

drainage Area. Daily ward rounds in the Psychiatry wards, level 1 (problems) and daily inpatient and outpatient care. See consultations from other departments. Writing meticulous discharge summaries for all patients. Run Psychiatry patient and sub-specialty clinics. Up-referral of properly worked-up, appropriate patients to sub-specialties. Down-referral of all stable patients to level 1 clinics. Teaching: Formal training of Junior Medical Officers, Psychiatry Students and allied health workers. Mentorship of Staff (Junior Medical Officers, Nurses) in the Psychiatric Wards and Clinics and from facilities that refer to DGM Hospital. Outreaches Level 2 and 3 Hospitals.

**ENQUIRIES
APPLICATIONS**

: Dr PS Mazibuko Tel No: (012) 521 4032/4143
 : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

: 09 June 2023

POST 18/257

: **REGISTRAR (MEDICAL) REF NO: REFS /KPTH/ 05/02/ 2023**
 Directorate: Obstetrics & Gynaecology

**SALARY
CENTRE
REQUIREMENTS**

: R906 540 per annum, (all inclusive)
 : Kalafong Provincial Tertiary Hospital
 : MBChB qualification. Registration as an Independent medical practitioner with the HPCSA. Recommendations: Successful completion of the Colleges of Medicine Part 1 examination or Diploma OBS (SA) is a strong recommendation. Applicable post graduate diploma or other qualification will be an added advantage. At least six (6) months experience in Obstetrics & Gynaecology.

DUTIES

: Successful candidates will be responsible for the rendering of clinical services, which includes after-hours work (weekdays and weekends). Outreach including rotation at satellite and partner hospitals associated with the University of Pretoria. Training in the different sites: Steve Biko Academic Hospital, Tembisa Provincial Tertiary Hospital, Witbank Hospital and 1 Military Hospital. Research project for MMed. Participate in departmental activities in relation to teaching and research. The candidate will have to complete a research project as required by the HPCSA for registration. The candidate will have to maintain a logbook and a portfolio of learning as required by the Colleges of Medicine of South Africa.

**ENQUIRIES
APPLICATIONS**

: Prof Snyman Tel No: (012) 373 1002
 : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand

Delivery at Kalafong Security Gate and sign in register book or apply online at www.gautengonline.gov.za.

NOTE

: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. 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.

CLOSING DATE

: 09 June 2023

POST 18/258

: **DEPUTY DIRECTOR: LOGISTICS REF NO: REFS/017294 (X1 POST)**
Directorate: Admin Support and Logistics

SALARY
CENTRE
REQUIREMENTS

: R811 560 per annum, (all package inclusive)
: Dr George Mukhari Academic Hospital
: Grade 12. A recognized Degree in Public Management / Administration, Business Management or relevant tertiary qualifications at NQF 7 with at least 10 years experience in the relevant field of which 5 years must be at an Assistant Director level. Strong management, leadership skills and the ability to interpret and implement policies, directives and guidelines of the Department. Excellent verbal and written communication skills with good interpersonal skills. Negotiation, team building, conflict and problem solving skills. Candidates are required to have an understanding of the Support Services such as Cleaning, Laundry, Accommodation, Waste Management, Horticulture, Cleaning of hard surfaces and Property Caretakers, Security, Risk, Transport, Audit and Operational Plan etc. Knowledge and understanding of computer literacy in MS Package (MS Word, MS Excel, MS Power-point and MS Outlook). Knowledge of public service legislation, policies and procedures such as the Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act. Prepared to work under pressure and stressful situations. Knowledge on Planning and Organising, Administration Procedures relating to specific working environment including norms and standards, Compilation of Management reports, reporting procedures, research analysing, Programme / Project Planning, Strategic Planning and Career Management. Experience in a Hospital setup will be an added advantage.

DUTIES

: Will be responsible for management and the administration of Laundry, Cleaning, Accommodation, Waste Management, Horticulture, Cleaning of hard surfaces and Property Caretakers, Transport and Security Services of the hospital. Ensure that the sub-directorate Comply with the Human Resources requirements with particular emphasis on contracting and evaluating the immediate subordinates annually and quarterly respectively against the departmental and institutional objectives and provision of staff development where and when needed. Maintenance of a well-managed laundry services which is characterised by provision of adequate quantities and quality linen to the end user on request. Maintenance of well-managed internal and external cleaning services, which will bring in clean and neat wards, offices and any other location that is, used by the hospital. Management Waste, Horticulture, Cleaning of hard surfaces and Property Caretakers. Management of Accommodation both residential and workspace. Management of Hospital Fleet/Transport. Maintenance of well-managed Security Services which will bring in a safe and sound environment for staff, clients, visitors and other resources and property in the Hospital. Participate in the drawing of Operational Plans of Administration Support, Logistics and Patient Affairs Directorate. Facilitate and monitor the implementation of the Strategic Plan, Operational Plan and prepare inputs for the Directorate Performance Quarterly

		Reviews. Perform any other duties delegated by the Director, Admin Support, Logistics and Patient Affairs.
<u>ENQUIRIES</u>	:	Mr. Phetola Malahlela Tel No: 012 529 3693
<u>APPLICATIONS</u>	:	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.
<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, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/259</u>	:	<u>DEPUTY DIRECTOR: PATIENT ADMIN & RECORDS REF NO: REFS/017293 (X1 POST)</u> Directorate: Admin Support and Logistics
<u>SALARY</u>	:	R811 560 per annum, (all package inclusive)
<u>CENTRE</u>	:	Dr George Mukhari Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12. A recognized degree in Public Management / Administration, Business Management or relevant tertiary qualifications at NQF 7 with at least 10 years experience in the relevant field of which 5 years must be at an Assistant Director level. Experience in a Hospital setup is a requirement. Strong management, leadership skills and the ability to interpret and implement policies, directives and guidelines of the Department. Excellent verbal and written communication skills with good interpersonal skills. Negotiation, team building, conflict, and problem-solving skills. Candidates are required to have an understanding of the hospital Patient Administration, Mortuary Services, Potting and Messenger Services, Posting and Reproduction, Risk and Audit. Knowledge and understanding of computer literacy in MS Package (MS Word, MS Excel, MS Power-point and MS Outlook). Knowledge of public service legislation, policies and procedures such as the Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act. Prepared to work under pressure and stressful situations. Knowledge on Planning and Organising, Administration Procedures relating to specific working environment including norms and standards, Compilation of Management reports, reporting procedures, research analysing, Programme / Project Planning, Strategic Planning and Career Management.
<u>DUTIES</u>	:	Will be responsible for management and the administration Patient Affairs, Mortuary Services, Potting and Messenger Services and managing of Registry (Posting & Reproductions) Ensure that the Sub-directorate Comply with the Human Resources requirements with particular emphasis on contracting and evaluating the immediate subordinates. Ensuring that the Sub-directorate complies with statutory prescripts such as adherence to Procedure

Manuals, and that the hospital achieve zero percent audit findings. Support Finance Revenue to achieve their yearly projected revenue collections. Ensuring availability of the SOPs (Standard Operating Procedures). Ensuring that the Records & Archives has adequate filing storage and that inactive records are accordingly disposed of. Participate in the drawing of Operational Plans of Administration Support, Logistics and Patient Affairs Directorate. Facilitate and monitor the implementation of the Strategic Plan, Operational Plan and prepare inputs for the Directorate Performance Quarterly Reviews. Perform any other duties delegated by the Director, Admin Support, Logistics and Patient Affairs.

ENQUIRIES : Mr. Phetola Malahlela Tel No: 012 529 3693
APPLICATIONS : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE : 09 June 2023

POST 18/260 : **CLINICAL PSYCHOLOGIST REF NO: REFS/017303 (X1 POST)**
 Directorate: Clinical Support

SALARY : Grade 1: R790 077 per annum, (all package inclusive)
 Grade 2: R918 630 per annum, (all package inclusive)
 Grade 3: R1 063 611 per annum, (all package inclusive)

CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with HPCSA as a Clinical Psychologist and current registration. **Grade 1:** (No experience required after registration with HPCSA as a Psychologist in respect of RSA qualified employees who performed community service in the relevant profession as required in South Africa), **Grade 2.** A minimum of 8 years' relevant experience required after registration with HPCSA as a Psychologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa), **Grade 3:** A minimum of 16 years relevant experience required after registration with HPCSA as a Psychologist in respect of RSA qualified employees. Ability to speak local indigenous languages will be an added advantage. Proven experience in the supervision of Intern Clinical Psychologists. A PhD will be an added advantage.

DUTIES : Offering therapy and treatment for difficulties relating to mental health problems such as anxiety, depression, addiction, social and interpersonal problems, trauma, challenging behaviour and a variety of medical conditions. Assessing

patient needs, abilities or behaviour using a variety of methods, including psychometric tests, interviews and direct observation of behaviour. Working as a part of the multidisciplinary team alongside doctors, nurses, social workers, psychiatrists, occupational therapists and others. Devising, implementing and monitoring appropriate treatment programs, including individual therapy, group therapy, family therapy and other forms of treatment. Conducting forensic assessments and provision of related reports. Developing and evaluating service provision for patients. Initiating and carrying out applied research, adding to the evidence base of practice in a variety of healthcare settings. Contribute to the department's planning, monitoring and evaluation of service delivery. Ability to speak local indigenous languages.

**ENQUIRIES
APPLICATIONS**

: Dr Mia Kritzinger/Dr Mirriam Kganya Tel No: (012) 529 3558
 : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

: 09 June 2023

POST 18/261

: **OPERATIONAL MANAGER SPECIALTY (MIDWIFERY) REF NO:
REFS/TMH/2023/05/19 (X1 POST)**
 Directorate: Nursing Services

**SALARY
CENTRE
REQUIREMENTS**

: R627 474 – R703 752 per annum, plus benefits
 : Tambo Memorial Hospital
 : Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in General Nursing Science) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post-basic qualification in Midwifery and Neonatal Nursing Science with duration of one year accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate / recognizable experience in Nursing, after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period mentioned above must be appropriate recognizable experience after obtaining 1- year post-basic qualification in Midwifery and Neonatal Nursing Science.

DUTIES

: Overall supervision and control of quality patient care in the unit. Ensure the formulation and availability of clinical patient care protocols and policies in her department. Efficient implementation and evaluation of patient care programmes in the unit according to department's strategic goals. Ensure adequate and appropriate staffing according to patient's needs. Effective monitoring and management of absenteeism. Accountable for overall and

effective management of nursing duties. Establish efficient communication with the multidisciplinary team. Responsible for the implementation of disciplinary measures. Secure and allocate resources and budget to achieve workplace objectives. Proactively identify performance requirements to improve team work. Ensure performance, evaluation, management and development of staff. Ensuring the adherence to National Core Standards.

ENQUIRIES : Ms. M Mbele Tel No: (011) 898 8314
APPLICATIONS : Applications can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459.

NOTE : Applications must be filled on a new Z83 form (obtainable from any Public Service Department or on (www.dpsa.gov.za/documents) accompanied by a comprehensive CV only highlighting or stating the requirements mentioned above. Only the shortlisted candidates will be required to submit certified copies of Identity document, Senior Certificate and highest required qualification as well as driver's licence where necessary on or before interviews. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Foreign qualifications will only be submitted by shortlisted candidates. Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE : 09 June 2023, Time: 12H00

POST 18/262 : **OPERATIONAL MANAGER NURSING (PHC) REF NO: EHD2023/06/01**
Directorate: Primary Health Care

SALARY : R627 474 – R703 752 per annum
CENTRE : Kwa – Thema CHC (ESDR)
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 provide 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 then the need arises.

ENQUIRIES : Ms T Moeketsi at 079 886 0421
APPLICATIONS : 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 disability are encouraged to apply. Employment equity profile will be taken into consideration.

- CLOSING DATE** : 09 June 2023
- POST 18/263** : **OPERATIONAL MANAGER NURSING (PHC) REF NO: EHD2023/06/02**
Directorate: Primary Health Care
- SALARY** : R627 474 – R703 752 per annum
CENTRE : Phillip Moyo CHC (ESDR)
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 then the need arises.
- ENQUIRIES** : Ms N.M Xaba Tel No: (011) 422 - 5764
APPLICATIONS : 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 disability are encouraged to apply. Employment equity profile will be taken into consideration.

- CLOSING DATE** : 09 June 2023
- POST 18/264** : **ASSISTANT DIRECTOR: PHYSIOTHERAPIST REF NO: REFS /KPTH/ 05/05/ 2023**
Directorate: Physiotherapy
- SALARY CENTRE REQUIREMENTS** : Grade 1: R578 3676 per annum, (plus benefits)
: Kalafong Provincial Tertiary Hospital
: Grade 12 and Degree in Physiotherapy or appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a physiotherapy. Minimum of five (5) years' experience as a physiotherapy post community services Minimum of four (4) years' experience as a chief physiotherapist. Strong leadership, coordinating and interpersonal skills. Computer Skills. Communication skills (verbal and written). Ability to work under pressure in a changing environment. Have the ability to work independently.
- DUTIES** : Manage the physiotherapy department at Kalafong Provincial Tertiary Hospital. Plan and budget for the physiotherapy programs and services in the Hospital. Ensure the department adheres to set quality standards. Prepare reports for relevant audits and assessments in the public sector. Provide monthly reports to management. Supervision and management of Employee Performance and development.
- ENQUIRIES APPLICATIONS** : Dr. A Sewanywa, Tel No: (012) 318-6503
: Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.professionaljobcentre.gpg.gov.za.
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 form effective from 1 January 2021 accompanied by a CV highlighting or stating the requirements mentioned above; and Required documents need not be certified when applying for a post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above mentioned requirements will not be considered. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. 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.
- CLOSING DATE** : 9 June 2023
- POST 18/265** : **CLINICAL PROGRAMME COORDINATOR GRADE 2 REF NO: REFS /KPTH/ 05/06/ 2023**
Directorate: Nursing Management
- SALARY CENTRE** : R575 898 per annum, (plus benefit)
: Kalafong Provincial Tertiary Hospital

- REQUIREMENTS** : Grade 12. Basic qualification accredited with South African Nursing Council in terms of Government Notice 425 i.e. Diploma / Degree in Nursing as a Professional nurse or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing, at least 5 years of period referred to above must be appropriate / recognizable experience in Nursing Education. Post Basic Nursing qualification, with a duration of at least one (1) year in Nursing Education. Current (2023) SANC receipt. Diploma in Nursing Administration / Management will be an added advantage and will be given priority. Computer literacy and driver's license will be an added advantage. Knowledge of Nursing care processes and procedures, nursing statutes, National Core Standards and other relevant Legal frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act. Skills: Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Interpersonal skills including conflict management and counseling.
- DUTIES** : Coordination of optimal, holistic specialized nursing care with set standards and within a professional / legal framework in CETU. Manage effectively supervision and utilization of resources Human, Material, and monitoring of the services. Coordination of provision of effective training and research. Maintain professional growth / ethical standards and self-development. Display a concern of patients by promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the Principles of Batho Pele and patient centered nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and Nursing Standards. Demonstrate an ability to perform research work relevant to Nursing education and related subjects to enhance the quality of CETU. Able to apply technology and programmes to enhance the level of education and teaching programmes. Teaching of clinical nursing practice and nursing standards as determined by the relevant facility.
- ENQUIRIES** : Ms K.A Kelembé Tel No: (012) 318-6634/6930
- APPLICATIONS** : Applications must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.professionaljobcentre.gpg.gov.za.
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 form effective from 1 January 2021 accompanied by a CV highlighting or stating the requirements mentioned above; and Required documents need not be certified when applying for a post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above mentioned requirements will not be considered. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. 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.
- CLOSING DATE** : 09 June 2023
- POST 18/266** : **CLINICAL PROGRAMME COORDINATOR (INTEGRATED SCHOOL HEALTH SERVICES PROGRAMME) REF NO: EHD2023/06/06**
Directorate: PHC
- SALARY** : R497 193 – R559 686 per annum, (plus benefits)

- CENTRE REQUIREMENTS** : 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. Knowledge and understanding of School Health Services. Experience in PHC setting will be an added advantage. Good interpersonal organizing, planning, report writing, presentation skills and communication skills with colleagues and subordinates.
- DUTIES** : Coordinate School Health and Health Promotion services at sub districts level. Ensure implementation of policies and guidelines. Organize and coordinate training for team members. Compile operational plans and monthly reports. Conduct supervisory visits. Organize and coordinate workshops in sub district. Participate in research projects to improve quality of service. Be part of the sub district management teams. Perform any functions as delegated by the Supervisor.
- ENQUIRIES APPLICATIONS** : Ms P.T Mngomezulu at 082 412 2483
 : 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
 : No S&T claims and resettlement allowance will be paid. Applications must be submitted on a new Z83 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 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 disability are encouraged to apply. Employment equity profile will be taken into consideration.
- CLOSING DATE** : 09 June 2023
- POST 18/267** : **CHIEF DIAGNOSTIC RADIOGRAPHER REF NO: REFS/017178 (X3 POSTS)**
 Directorate: Clinical Support
- SALARY CENTRE REQUIREMENTS** : R487 305 per annum, (plus benefits)
 : Dr George Mukhari Academic Hospital
 : Appropriate Qualifications i.e. A Bachelor's degree or Diploma in Diagnostic Radiography. Current registration with the Health Professional council of South Africa (HPCSA) as an independent practitioner in Diagnostic Radiography. A minimum of 3 years appropriate experience in Radiography after registration with the Health Professional council of South Africa (HPCSA) as an independent practitioner. Experience in digital radiography will be an advantage. Knowledge of relevant Public Service regulations, policies, acts and procedures. Ability to work under pressure. Good communication skills (verbal and written). Compliance with budgeting, Radiographic Quality assurance, National Core Standards, Health information management, PMDS, Health and Safety and Infection Control principles.
- DUTIES** : Ensure provisioning of a 24-hour service and high standard of Radiographic imaging is always maintained. Ensure Accurate patient records including recording radiation dose and exposure factors are kept and maintained. Effective and efficient management of resources. Formulate and execute institutional strategic operational plans and ensuring achievements of the said targets. Supervise, develop and train and monitor the performance of the subordinate staff and other related category of staff in all aspects of service delivery whilst adhering and complying with Batho Pele Principles, National Core Standards and other Public Service policies and acts. Ensure timeous

submission of monthly reports, manage budget and expenditure and submit the performance report to the manager. Must be a team player within the department and institution. Ensure recommended maintenance of the X-Ray equipment. Perform and ensure that prescribed National Core Standards requirements are adhered to.

**ENQUIRIES
APPLICATIONS**

: Ms. EM Ramaboa Tel No: (012) 529 3123/3035
: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

: 09 June 2023

POST 18/268

: **LECTURER REF NO: HRM/2023/47**
Directorate: Nursing

**SALARY
CENTRE
REQUIREMENTS**

: R431 265 – R497 193 per annum, (OSD)
: Mamelodi Regional Hospital
: National Senior Certificate. Basic R45 equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse and Midwife/Accoucheur. Diploma/ Degree in Nursing Education and Administration qualification accredited with the South African Nursing Council (SANC) in terms of government notice R.425. Current registration with SANC. Minimum of 4 years appropriate/ recognizable nursing experience after being registered as a Professional Nurse and Midwife/ Accoucheur. Good communication, supervisory, report writing and presentation skills. Candidate to have ability to work as a team and under pressure. Regulations and legislative framework. Computer.

DUTIES

: Facilitate the provision of Education and Training of student nurses during clinical placement. Guide and support student nurses effectively. Support vision and mission of the hospital through participation in meetings, committees and CETU activities. Promote the image of the hospital. Exercise control over student nurses. Render a nursing service within the scope of practice of every category of nurses by ensuring that all wards implement the Nursing care standards and procedures as set out at nursing colleges. Provide direction and supervision for the implementation of the nursing plan, clinical practice, and quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human material and physical resources efficiently and effectively. Adhere to hospital, and departmental policies, procedures, guidelines, and regulations.

ENQUIRIES

: Ms. S. Mahlangu Tel No: (012) 841 8363

- APPLICATIONS** : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
- FOR ATTENTION NOTE** : Mr MH Hlophe
: Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
- CLOSING DATE** : 19 June 2023
- POST 18/269** : **PROFESSIONAL NURSE (SPECIALTY TRAUMA) REF NO: HRM/2023/48 (X1 POST)**
Directorate: Nursing
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
- CENTRE REQUIREMENTS** : Mamelodi Regional Hospital
: National senior certificate. Basic R425 qualification, diploma/degree in nursing equivalent qualification that allows registration with SANC as a professional nurse. Current registration with SANC. A post basic qualification with a duration of at least one year accredited with SANC in trauma speciality. A minimum of 4 years appropriate recognized experience in nursing after registration as a professional nurse with SANC in general nursing and a Minimum of 1 year experience in Trauma after acquiring Trauma Speciality.
- DUTIES** : Perform both clinical and administrative duties as required as per SANC requested. Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care, provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the nursing act, occupational health and safety act and all other applicable prescripts. Demonstrate effective communication with patients, supervisors, and other health professionals and junior colleagues including complex report writing as required. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Develop and implement quality assurance program, policies, operational plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of patient's complaints and waiting time. Promote quality of nursing care as directed by the professional scope of practice and standard as determined by the institution and other regulating bodies.
- ENQUIRIES APPLICATIONS** : Ms. S. Mahlangu Tel No: (012) 841 8363
: Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
- FOR ATTENTION NOTE** : Ms RM Tloane. (HR Recruitment Section)
: Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV ONLY. Only shortlisted candidates will be requested to bring certified copies. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment refence check. Jobs Are Not For Sale At Mamelodi Regional Hospital.
- CLOSING DATE** : 19 June 2023

- POST 18/270** : **ASSISTANT DIRECTOR: LOGISTICS REF NO: REFS/017291 (X1 POST)**
Directorate: Clinical Services
- SALARY** : R424 104 per annum, (plus benefits)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : Grade 12. A recognized National Diploma in Public Management / Administration, Business Management or relevant tertiary qualifications NQF 6 with at least 5 years' experience in the relevant field of which 3 years must be at a Supervisory Level. Strong management, leadership skills and the ability to interpret and implement policies, directives and guidelines of the Gauteng Department of Health. Excellent verbal and written communication skills with good interpersonal skills. Negotiation, team building, conflict and problem solving skills. Candidates are required to have an understanding of the Support Services such as External Cleaning, Waste Management, Household and Mortuary Services. Knowledge and understanding of computer literacy in MS Package (MS Word, MS Excel, MS Power-point and MS Outlook). Knowledge of public service legislation, policies and procedures such as the Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act. Prepared to work under pressure and stressful situations. Knowledge on Planning and Organising, Administration Procedures relating to specific working environment including norms and standards, Compilation of Management reports, reporting procedures, research analysing, Programme / Project Planning, Strategic Planning and Career Management. Experience in a Hospital setup will be an added advantage.
- DUTIES** : Will be responsible for management and the administration of External Cleaning, Garden and grounds, Waste Management, Horticulture services and Property Caretakers. Ensure that the section comply with the Human Resources requirements with particular emphasis on contracting and evaluating the immediate subordinates annually and quarterly respectively against the departmental and institutional objectives and provision of staff development where and when needed. Maintenance of well-managed external cleaning services, garden and grounds, which will make the hospital habitable. Management Waste, Horticulture, Cleaning of hard surfaces and Property Caretakers. Participate in the drawing of Operational Plans of Logistics Sub-Directorate. Facilitate and monitor the implementation of the Operational Plan and prepare inputs for the Sub-Directorate Performance Quarterly Reviews. Perform any other duties delegated by the Deputy Director: Logistics.
- ENQUIRIES** : Mr. Phetola Malahlela Tel No: 012 529 3693
APPLICATIONS : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails

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

CLOSING DATE

:

09 June 2023

POST 18/271

:

ASSISTANT DIRECTOR: FACILITY MANAGER REF NO: REFS/017289 (X1 POST)

Directorate: Clinical Services

SALARY

:

R424 104 per annum, (plus benefits)

CENTRE

:

Dr George Mukhari Academic Hospital

REQUIREMENTS

:

Grade 12. A three-year tertiary qualification in Built Environment, Facilities Management, Property Management/Real Estate or Public Management at NQF level 6. Appropriate relevant experience in Facility Management, Property Management, Project Management. Must have five (5) years' experience in Facility Management environment of which three (3) must be at Supervisory level. Knowledge of Occupational Health and Safety Act, Knowledge of PFMA and National Building Regulation. Knowledge of Government Procurement systems in the general built environment, technical knowledge of key functions related to the best practice within the integrated Facilities Management. Knowledge of Supply Chain Management Framework and Government budget procedure Skills. Computer Literacy in MS Package (MS Word, MS Excel, MS Power-point and MS Outlook), Report writing skills, planning and organising, project management skills, leadership skills, problem solving, facilitation skills, effective communication skills. Be patient, understanding, trustworthy, dependable, innovative, hardworking and analytical thinking, Ability to work under pressure, Self-Motivated, Creative, and have a valid driver's license.

DUTIES

:

Overall management of Facility Management Unit (FMU) which includes capital and day to day maintenance of the hospital. Liaison with both resident and external Department of Infrastructure Development (DID). Keep track of all maintenance projects and processes which includes preparation of the sectional procurement plans, budget inputs and management of related registers. Manage day to day maintenance through monitoring of call registers, updating it at predetermined intervals and report such to the Deputy Director. Conduct spontaneous checks on infrastructure status. Management of FMU budget utilization which includes procurement of goods and services, stock control and capital and day to day expenditure registers. Communicate and liaise with resident DID inspectors and external DID staff in matters relating to infrastructure maintenance and development. Ensure the implementation of all FMU practices, guidelines and policies. Responsible for the implementation of Occupational Health and Safety Act. Participate in the development, monitoring and review of operational plans of the unit. Manage staff development and performance (PDMS) against departmental and hospital objectives in line with Strategic, Operational and Turnaround plans. Compile and submit prescribed monthly, quarterly and annual reports. Perform any other duties delegated by Supervisor.

ENQUIRIES

:

Mr. Phetola Malahlela Tel No: 012 529 3693

APPLICATIONS

:

Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.

NOTE

:

Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with

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

CLOSING DATE

: 09 June 2023

POST 18/272

: **DIAGNOSTIC: RADIOGRAPHER REF NO: HRM/2023/49 (X3 POSTS)**
Directorate: Allied

SALARY

: Grade 1: R359 622 – R408 201 per annum
Grade 2: R420 015 – R477 771 per annum
Grade 3: R491 676 – R595 251 per annum

CENTRE

: Mamelodi Regional Hospital

REQUIREMENTS

: National Senior Certificate. National Diploma or Degree in Diagnostic Radiography Qualification. Registration with HPCSA as an independent diagnostic radiographer. Computer skills, excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity, and high work ethic. Good interpersonal skills and teamwork necessary. Knowledge of Public Service legislation, Policies and Procedures. Knowledge of current DOH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge and relevant experience in radiographic procedures, Quality Control and Record keeping processes is essential. Willingness to do shifts when required.

DUTIES

: Select the exposure factor with due cognizance of all factors. Expose and process X-rays and ensure X-rays are taken and meet high professional status. Produce good quality CT scan images, Good knowledge of all contrast media, planning and booking of CT Scan patients. Make sure that regulations pertaining to radiation, protection and safety are adhered to and that the budget is controlled. Receive cognizance of the traumatic and pathological condition that may be present and accept responsibility for the patient. Supervise subordinates. Ensure regular services of X-ray equipment. Manage, plan, organize and supervise the provision of general and specialized Radiography Services and students Clinical Training according to the vision and mission statements of the Department of Health, perform any other duty that may be delegated by the supervisor. Must be able to work independently without supervision. Must be willing to cover a 24 hours' duty roster. Work with covid suspected and confirmed patients. Participate in providing 24-hour Radiographic services in the hospital. Be part of the stand-by allocation or roster. Advise the management in Radiographic policy planning and implementation for service improvement. To adhere to Batho Pele Principles, Regulated Norms and Standards and Ideal Hospital Realisation and Maintenance framework, Quality Assurance and other Public Service policies and Acts. Manage conflict and implement corrective measures as and when necessary. Carry out duties delegated by the Departmental Management. Must work harmoniously with other healthcare workers within the Department and Institution. Perform and ensure that prescribed Quality Assurance/Control protocols are adhered to. Perform any ad-hoc duties allocated by Management. Be actively involved in in-service training for students and others and in CPD activities.

ENQUIRIES

: Ms. Danke Tel No: (012) 841 0924

APPLICATIONS

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

FOR ATTENTION

: Ms RM Tloane (HR Recruitment Section)

NOTE

: Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV ONLY. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and

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

- CLOSING DATE** : 19 June 2023
- POST 18/273** : **OCCUPATIONAL THERAPIST – PRODUCTION LEVEL – GRADE 1 REF NO: HRM 12/23 (X2 POSTS)**
Directorate: Allied
- SALARY** : R359 622 - R408 201 per annum, (plus benefits)
- CENTRE** : Sterkfontein Hospital
- REQUIREMENTS** : Degree in Occupational Therapy. Registered with HPCSA as an Occupational Therapist (Independent practice). Experience in Psychiatry will be an advantage. Must be computer literate.
- DUTIES** : Render an Occupational Therapy service in allocated areas of work that complies with the standards and norms as indicated by Health Policies. Assessment and treatment of patients in allocated work. Involvement in the assessment of trial awaiting detainees. Be responsible for therapeutic and/ or income generating projects in area of work. Effective report writing skills needed. Working well within the MDT set up. Active participation in Quality Assurance and PMDS process. Supervision of OTTs. Supervision of students. Participate in CPD activities.
- ENQUIRIES** : Ms. L.R. Hendricks Tel No: (011) 951-8364
- APPLICATIONS** : Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Application must be submitted on a fully completed new format Z83 (81/971431 www.dpsa.gov.za), accompanied by a detailed CV with atleast two contactable references. The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted 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** : 09 June 2023, Time: 12H00
- POST 18/274** : **DIAGNOSTIC RADIOGRAPHER REF NO: REF/017237 (X2 POSTS)**
Directorate: Clinical Support
- SALARY** : R332 427 per annum, (plus benefits)
- CENTRE** : Dr George Mukhari Academic Hospital
- REQUIREMENTS** : Appropriate Qualifications i.e. A Bachelor's degree or Diploma in Diagnostic Radiography. Current registration with the Health Professional council of South Africa (HPCSA) as an independent practitioner in Diagnostic Radiography. **Grade 1:** 0-9 year's experience. **Grade 2:** a minimum of 10 years relevant experience and Grade 3 a minimum of 20 years relevant experience after registration with the Health Professional council of South Africa (HPCSA) as an independent practitioner in Diagnostic Radiography in respect of South African qualified employees who performed Community Service as required in South Africa. Knowledge of relevant Public Service regulations, policies, acts and procedures. Ability to work under pressure. Good communication skills (verbal and written). Radiographic Quality assurance, National Core Standards, Health information management, PMDS, Health and Safety and Infection Control principles.

DUTIES : Ensure provisioning of a 24-hour service. Provide a high standard of Patient Care. Ensure a high standard of Radiographic Imaging is always maintained. Accurate patient records including recording radiation dose and exposure factors are kept and maintained. Effective and efficient management of resources. Execute QA (Quality Assurance) and student training in the area of work. To supervise, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering and complying with Batho Pele Principles, National Core Standards and other Public Service policies and acts. Must be a team player within the department and institution. Ensure recommended maintenance of the X-Ray equipment. Perform and ensure that prescribed National Core Standards requirements are adhered to.

ENQUIRIES APPLICATIONS : Ms. EM Ramaboa Tel No: (012) 529 3123/3035
: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE : 09 June 2023

POST 18/275 : **FINANCIAL CONTROLLER REF NO: EHD2023/06/07**
Directorate: Finance

SALARY CENTRE REQUIREMENTS : R294 321 - R343 815 per annum, (plus benefits)
: Ekurhuleni Health District
: Grade 12 certificate with accounting as a subject with a minimum of 5 years appropriate experience in the Government Financial Management or Grade 12 with appropriate Degree / Diploma in Accounting or equivalent qualification with a minimum of 3 years appropriate experience in the Government Financial Management working with reconciliation of transversal systems (BAS, PERSAL, MEDSAS, SAP). Computer Literacy is essential. Knowledge of relevant financial prescripts.

DUTIES : Reconciliation of BAS/PERSAL and communicate with HR to correct staff establishment misallocation. Reconciliation of BAS/MEDSAS and liaise with District Pharmacy regarding their reconciliation. Reconciliation of BAS/ SAP and liaise with SCM unit. Capturing Journals on SAP system and aligning expenditure against budget. Management of Petty Cash and Revenue. Filing of reconciliations and all finance documents on a daily basis. Compile the Input /Output report and submission of financial Reports to Head Office on time.

ENQUIRIES : Ms. S.I Tivani Tel No: (011) 876-1742

- 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
: 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** : 09 June 2023
- POST 18/276** : **AUXILIARY WORKER REF NO: MSD2023/05**
Directorate: Warehouse
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07), (plus benefits)
: Medical Supplies Depot
: Grade 12 National Certificate, Registration as a Post Basic Pharmacist Assistant with the South African Pharmacy Council. Good leadership and proactive skills are required. Experience In staff management is essential. Both written and verbal communication skills are necessary. Must have an understanding of the Pharmacy Act, Medicines and Related Substances Act, the Public Finance Management Act and waste management. Must have a minimum of 3 - 5 years experience as a Post Basic Pharmacist Assistant in warehousing, stock management, stock-take, distribution and management. A qualification in supply chain management will be an advantage.
- DUTIES** : Management of a store's functions and staff. Supervise the receiving, storage, issuing and distribution of pharmaceuticals within your designated store. Practice stock management according to the FIFO/FEFO principles. Supervision, training and disciplining staff within the store. Preparation of store for the annual and bi-annual stock-take. Assume responsibility for resolving complaints from Demanders, cyclic stock counts and all investigations within the store. Leave planning of staff is essential. Ensure that all Pharmacy Acts, rules, regulations, instructions, procedures and policies are adhered to. Ensure that all SOP'S in the Warehouse are adhered to at all times. Assist with ensuring that the store complies with the GPP and Good warehousing practices. Ensure that the performance of junior staff members is managed and done according to the schedule. Manage time and attendance of junior staff members in the stores. Assist in ensuring that the pharmacy store complies with OHS regulations, including wearing protective clothing at all times. Involvement in the development of staff members in the pharmacy store is essential. Do daily planning for the pharmacy store.
- ENQUIRIES APPLICATIONS** : Ms N Nama Tel No: (011) 628 9183
: Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.
- NOTE** : The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact numbers and e-mail addresses of three recent (3) referees. Certified copies of the Identity Document, Grade 12 Certificate and the highest required qualifications and Proof of current payment of annual fees to SAPC

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. 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. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. MSD reserves the right to utilize practical exercises/tests during the recruitment process to determine the suitability of candidates for the post(s). Correspondence will be limited to shortlisted candidates only.

CLOSING DATE

: 09 June 2023

POST 18/277

: **MATERIAL RECORDING CLERK REF NO: MSD2023/06**
Directorate: Data

SALARY
CENTRE
REQUIREMENTS

: R294 321 per annum (Level 07), plus benefits
: Medical Supplies Depot
: Grade 12 or Equivalent. 3 - 5 years experience in Supply Chain Management and Drug Supply Management. Knowledge and understanding of legislative framework governing the public service e.g. Batho Pele, PFMA, Treasury Regulations, Financial Policies and Procedures. Good Verbal and written Communication with intra and interpersonal skills, typing, planning and organizing, problem-solving, time management and ability to interpret directives. Service Delivery Innovation and Good Customer Relations. Ability to work under pressure and meet deadlines. The following will be added advantages: Experience in a Pharmaceutical environment and understanding of Drug Supply Management, warehousing and/or distribution. Understanding of MEDSAS and RDM computer systems.

DUTIES

: Supervision of all DATA functions. Effective running of the department in line with SOP's, Policies and Legislation. Facilitate timeous Collection of all DATA reports. Follow up on all overdue issues, reversals and cancellations of issues. Timeous processing and management of internal orders. Ensure implementation and compliance with Gauteng Medical Supplies Depot Policies and Standard Operating Procedures. Receiving Green Cards from Facilities (hospitals, clinics, Emergency Medical Services (EMS) and Regional Pharmacies). Loading Green cards into MEDSAS and transfer of RDM orders. Optimal utilization of official working hours. Train, Evaluate and Support Staff. Cost Centre Budget Management. Ensuring Compliance with Deliveries Schedule by timeous Printing, sorting and distribution of Invoices (IV's) for Warehouse Picking and Dispatch of Pharmaceutical Stock. Answer all demander's enquiries, Processing of demander's orders and provide reports to demanders on request. Returning of Post to Hospitals. Filing of Finalized Iv's and Financial reports. Accurate compilation of Statistics and Reporting.

ENQUIRIES
APPLICATIONS

: Ms L. Chiloane Tel No: (011) 628 9020
: Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.

NOTE

: The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact numbers and e-mail addresses of three recent (3) referees. Certified copies of the Identity Document, Grade 12 Certificate 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. 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. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. MSD reserves the right to utilize practical exercises/tests during the recruitment process to determine the suitability of

candidates for the post(s). Correspondence will be limited to shortlisted candidates only.

CLOSING DATE

: 09 June 2023

POST 18/278

: **HUMAN RESOURCE OFFICER REF NO: MSD2023/07**
Directorate: Human Resource

SALARY

: R294 321 per annum (Level 07), plus benefits

CENTRE

: Medical Supplies Depot

REQUIREMENTS

: Grade 12 or Equivalent. 3 - 5 years experience in Human Resource in the Health public environment. The following PERSAL certificates are essential for this post: Introduction to PERSAL, Leave Administration and Salaries Administration. A valid driver's license is required. Skills: supervision, ability to work under pressure and good communication skills, excellent administrative skills (Planning, Organising & coordination), and sound knowledge of the Public Service Act and Regulations, Public Finance Management Act, collective agreements, OSD requirements, Code of Conduct, and other relevant public service prescripts.

DUTIES

: Supervision of staff. Coordinated and manage all Salaries and Personnel administration on the PERSAL System. Assist in managing reports. Manage recruitment and selection. Manage workforce planning (Staff establishment). Control performance appraisal and the management thereof for the institution. Management of Policy and Procedure on incapacity Leave and Ill-health retirement (PILIR) and absenteeism. Monitor compliance with H R delegations. Management and control of the HR Budget. Provide HR reports for management and annual reports. Attending meetings/workshops/forums. Writing of submission memos, reports and presentations. Ensure quality assurance is adhered to in HR. Assist employees with leave queries Inform and guide employees on Human Resource administration matters to enhance the correct implementation of personnel administration practices, e.g. mobility arrangements, terminations, appointments, leave administration, management of RWOPS, etc. Ability to keep confidential matters pertaining to personal matters. Able to implement Batho Pele Principles in the working environment and resolve employee's problems. Checking, Approval and Authorization of all transactions on the PERSAL system. Manage payroll and salaries administration. Perform all duties as delegated by Human Resource Manager.

ENQUIRIES

: Mr V.M Maiwashe Tel No: (011) 628 9119

APPLICATIONS

: Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.

NOTE

: The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact numbers and e-mail addresses of three recent (3) referees. Certified copies of the Identity Document, Grade 12 Certificate 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. 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. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. MSD reserves the right to utilize practical exercises/tests during the recruitment process to determine the suitability of candidates for the post(s). Correspondence will be limited to shortlisted candidates only.

CLOSING DATE

: 09 June 2023

POST 18/279

: **EMPLOYEE RELATIONS AND WELLNESS REF NO: MSD2023/08**
Directorate: Labour Relation

SALARY

: R294 321 per annum (Level 07), plus benefits

CENTRE

: Medical Supplies Depot

- REQUIREMENTS** : Grade 12 or Equivalent. 3 – 5 years' experience in Labour Relation or Human Resource or Public Relations in the Public Services. Knowledge of Misconduct Management, Grievance Management, Collective bargaining, Dispute resolution and other relevant legislation applicable within the public sector. Verbal and Written communication skills. Report writing skills. Be able to work independently. Conflict management, computer literacy, knowledge in MS Office package and Teams online. Knowledge of PERSAL will be added advantage. Basic knowledge of employee Health & Wellness and Skill development will be an advantage.
- DUTIES** : Facilitate Misconduct and Grievance trainings. Investigate allegations of misconduct and/ or grievance. Be able to draft charge sheets, prepare witnesses and represent the Employer in disciplinary and/ or grievance hearings. Analyses trends and advise management on serious adverse events cases, forensic cases and hotline cases. Identify labour relations training needs for managers, supervisors and employees in the department. Conduct labour relations training. Ensure compliance with the code of conduct. Support and/ or advise management on progressive discipline. Be a link between management and recognised labour unions. Facilitate and chair Bilateral and multi-lateral meetings within the institution. Provision of advice to employees and management on Labour Relations matters. Write reports on EAP (EHWP) programmes and help in the facilitation of events thereof. Facilitate compliance with PMDS policies. Prepare and provide HR reports monthly, quarterly and annual. Staff training and development: To ensure the provision of training development.
- ENQUIRIES** : Ms P Nkosi Tel No: (011) 628 9148
- APPLICATIONS** : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at HR Department and sign in the register book.
- NOTE** : The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact numbers and e-mail addresses of three recent (3) referees. Certified copies of the Identity Document, Grade 12 Certificate 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. 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. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. MSD reserves the right to utilize practical exercises/tests during the recruitment process to determine the suitability of candidates for the post(s). Correspondence will be limited to shortlisted candidates only.
- CLOSING DATE** : 09 June 2023
- POST 18/280** : **SECRETARY REF NO: MSD2023/09**
Directorate: Office of the CEO
- SALARY** : R294 321 per annum (Level 07), plus benefits
- CENTRE** : Medical Supplies Depot
- REQUIREMENTS** : Grade 12 with 3 - 5 years of experience rendering secretariat support. Basic knowledge of financial administration. Good verbal and written communication skills and ability to communicate well with people at different levels. Good telephone etiquette. Computer literacy in MS Word, Excel and Powerpoint. Sound organisational skills. Good people skills. High level of reliability. Ability to act with sensitivity and discretion. Ability to do research and analyze documents and situations.
- DUTIES** : Provide a secretarial/ receptionist support service to the office of the CEO. Manage telephone Calls in the office of the CEO and ability to exercise discretion. Perform advanced typing work. Operates and ensures that office equipment, e.g. fax machine and photocopier are in good working order. Records the engagements of the CEO. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings, Based on

the assessed importance and urgency of the matter. Coordinate with and sensitize/advise the CEO regarding the engagements. Compiles realistic schedules of appointments for the CEO. Renders administrative support services. Ensures the effective flow of information and documents to and from the office of the CEO. Scrutinizes routine submissions/ reports and make a note and/ or recommendations for the CEO. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Collects, analyzes and collates information requested by the CEO. Clarifies instructions and notes on behalf of the CEO. Ensure that travel arrangements are well coordinated. Prioritize issues in the office of the CEO. Handles the procurements of standards like stationary, refreshments etc. for the activities of the CEO. Provide support to the CEO regarding the meetings. Scrutinizes documents to determine actions/ information/ other documents required for meetings. Collects and compiles all necessary documents for the CEO to inform his/her of the contents. Records minutes decisions of the meeting of the CEO and communicates to relevant role players, follow-up on progress made. Prepares briefing notes for the CEO as required. Coordinates logistical arrangements for meetings when required. Remains up to date with regards to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the CEO. Remains abreast with the procedure and processes that apply in the office of the CEO.

- ENQUIRIES** : Mr S Langa Tel No: (011) 628 9119
- APPLICATIONS** : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.
- NOTE** : The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact numbers and e-mail addresses of three recent (3) referees. Certified copies of the Identity Document, Grade 12 Certificate 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. 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. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. MSD reserves the right to utilize practical exercises/tests during the recruitment process to determine the suitability of candidates for the post(s). Correspondence will be limited to shortlisted candidates only.
- CLOSING DATE** : 09 June 2023
- POST 18/281** : **INTERNAL CONTROL & COMPLIANCE OFFICER REF NO: MSD2023/10**
Directorate: Risk Management & Internal Control
- SALARY** : R294 321 per annum (Level 07), plus benefits
- CENTRE** : Medical Supplies Depot
- REQUIREMENTS** : Grade 12 or Equivalent. 3 – 5 years of experience in Internal Auditing, Accounting or Finance. Knowledge and understanding of the Public Finance Management Act, Treasury Regulations, Treasury Practice Notes, Supply Chain Management Knowledge of auditing & Internal auditing standards. Computer literacy. The candidate must be well conversant with the use of Excel, Word and Powerpoint. Good Communication skills both written and verbal Good Interpersonal relations skills.
- DUTIES** : Co-ordinate and Facilitate the Audit processes both External and Internal. Track, update and monitor audit action plans. Scheduling of entry and exit meeting on behalf of the Deputy Director: Conduct regular internal control assessments in all units. Conduct and consolidate quarterly Key controls in all units and report to management. Strengthening the Depot's administrative capacity by providing information, guidance, assistance and training on Internal Controls. Assist management to collate and consolidate documentation in preparation for the Audit Committee Meetings from relevant managers. Assist management in reviewing administrative procedures and internal controls

throughout the Depot. Examining all findings and recommendations by Internal Audit and Auditor General relating to controls and if necessary, intervening to ensure prompt implementation of corrective measures.

ENQUIRIES : Ms Lee-Ann Doorasamy Tel No: (011) 628 9009
APPLICATIONS : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.

NOTE : The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPISA website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact numbers and e-mail addresses of three recent (3) referees. Certified copies of the Identity Document, Grade 12 Certificate 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. 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. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. MSD reserves the right to utilize practical exercises/tests during the recruitment process to determine the suitability of candidates for the post(s). Correspondence will be limited to shortlisted candidates only.

CLOSING DATE : 09 June 2023

POST 18/282 : **OCCUPATIONAL HEALTH AND SAFETY CLERK REF NO: MSD2023/12**
Directorate: Human Resource

SALARY : R202 233 per annum (Level 05), plus benefits
CENTRE : Medical Supplies Depot
REQUIREMENTS : Applicants should be in possession of a Grade 12 Certificate. SAMTRAC/SHEMTRAC or programme in safety management will be an added advantage. A valid driver's license. Computer literate (MsOffice). Excellent communication skills (Verbal and written). Good interpersonal skills, Problem-solving skills.

DUTIES : Maintaining and updating occupational health and safety registers. Administration related to the nomination, election, and appointment of the health and safety representatives. Compiling and distributing agendas for OHS meetings. Coordinate institution injury on duty function, Assist with health and safety awareness. Attending all OHS meetings and taking minutes. Participate in all OHS activities. Reporting accidents to the Department of Labour. General office administration. Perform any Ad Hoc duties or functions as required by management.

ENQUIRIES : Mr D.H Nemutudi Tel No: (011) 628-9105
APPLICATIONS : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.

NOTE : The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPISA website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact numbers and e-mail addresses of three recent (3) referees. Certified copies of the Identity Document, Grade 12 Certificate 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. 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. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. MSD reserves the right to utilize practical exercises/tests during the recruitment process to determine the suitability of

candidates for the post(s). Correspondence will be limited to shortlisted candidates only. First preference will be given to current and former interns that are within Medical Supplies Depot.

<u>CLOSING DATE</u>	:	09 June 2023
<u>POST 18/283</u>	:	<u>MATERIAL RECORDING CLERK/ASSET CLERK REF NO: PWH/MRC/01/23</u>
<u>SALARY CENTER REQUIREMENTS</u>	:	R202 233 - R235 611 per annum (Level 05), plus benefits Pretoria West District Hospital
<u>DUTIES</u>	:	Grade 12 or equivalent. At least 2-3 years' experience in SCM. Must have 1-year experience In Asset management. 2-3 years in a hospital environment. Asset management and Supply Chain management Will be an added advantage. Knowledge of PFMA, treasury regulation SCM policies, procurement delegation and Asset Management policy. Driver's license and computer literacy will be an added advantage.
<u>ENQUIRIES APPLICATIONS</u>	:	Barcoding new received assets and sending of barcodes to central office on weekly basis. Update asset register, Replace fallen barcodes. Update location of assets. Conduct Yearly Asset Verification. Check condition of the assets. Ensure that the institution have inventory lists signed by. The end-user, condemning of redundant Assets on weekly basis. (Collecting assets from the units) Compiling the BAS Asset reconciliation on a monthly basis. Doing assets Spot check, compiling Inventory list and updating them. Scribe in disposal meetings. Safeguard all assets in the institution. Records movement of assets complete pass-out and transfer forms, sending requested barcodes to Central office on time. Pre-posting and pricing of VA2. Doing analytic technique, check precautionary Factor and ordering as per average consumption. Compiling of monthly report on stock received and Stock issued. Assist at transit department. Receiving of stock, capturing of GRV and managing of web Cycle. Assist in stocktaking. Rotation in the section. Issuing and posting.
<u>NOTE</u>	:	Mr. IM Raseroka Tel No: (012) 380 1227/1284 Applications can be delivered to Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West NB: Please Sign The Delivery Register or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria, West, 0117: The employer reserves the right to fill or not fill the post.
<u>CLOSING DATE</u>	:	Applications must be submitted on a new Z83 form and attach a Copy of a detailed CV. Only Shortlisted candidate Will be required to submit certified copies of documents. Failure to do so will lead into disqualification. General Information: Short-listed candidates must be available for interviews at a Date and time determine by the Pretoria.
<u>POST 18/284</u>	:	09 June 2023
<u>SALARY CENTER REQUIREMENTS</u>	:	<u>ADMINISTRATION CLERK: TRANSPORT SERVICES REF NO: SGL8/2023/05/19</u> Directorate: Administration
<u>DUTIES</u>	:	R202 233 – R235 611 per annum, (plus benefits) GCON: SG Lourens Campus Grade 12 or equivalent certificate. A recognised Certificate/Diploma/Degree in Transport Management/Public Management/Business Management/Project Management/Office Management. 2 to 5 years' experience in the Public Service administration environment. Sound written and verbal communication. Computer literacy certificate in (MS Package). Ability to manage government vehicles. Ability to plan organise and perform fleet inspection. Good interpersonal and organisational skills. The candidate must be able to work in a team. Have a valid driver's licence and a Professional Driving Permit (PrDP).
<u>ENQUIRIES</u>	:	Coordinate transport services. Ensure availability of drivers and fleet schedules. Pre- and post- trip inspection of vehicles. Allocation of vehicles and keeping files and registers updated. Prepare ordering/replenishment of transport section equipments and materials and the safekeeping thereof. Complete log sheets monthly. Check and update the asset register. Prepare and compile reports. Ensure compliance to National Core Standard on policies and procedures. Perform any other official duties delegated by the supervisor. Ms JE Malobola Tel No: (012) 319 5601

- APPLICATIONS** : Applications should be hand delivered at: The Department of Health - (GCON), SG Lourens Campus, Cnr Soutpanberg Road & Theodrehove, Pretoria, or post to SG Lourens Campus, P/Bag X755, Pretoria, 0001.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit new Z83 form and a detailed Curriculum Vitae (CV) stating all competencies, training, and knowledge of an applicant. Shortlisted candidates will be required to submit certified documents on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will 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. No faxed or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification; and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured, Indian and White males. The institution reserves the right not to appoint.NB: Travelling and relocation costs will not be paid.
- CLOSING DATE** : 09 June 2023
- POST 18/285** : **REGISTRY CLERK REF NO: MSD2023/13**
Directorate: Logistical Support
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05), plus benefits
: Medical Supplies Depot
: Applicants must be in possession of a Grade 12 Certificate. Job-related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Knowledge of the File Plan will be an added advantage. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in the registry. Job-related skills: Planning and organisation skills, Communication skills (verbal and written). Flexibility and work within a team.
- DUTIES** : Provide registry services. Attend to clients. Handle telephonic and other enquiries received. Accompany drivers when collecting/delivering mail. Receive and register hand-delivered mail/files. Handle incoming and outgoing correspondence. Receive, sort, register and dispatch all mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to the record classification system. Filing/storage, tracing (electronically / manually) and retrieval of documents and files. Operate office machines in relation to the registry function. Effective processing of telephone accounts. Maintain confidentiality.
- ENQUIRIES APPLICATIONS** : Mr G. Romain Tel No: 011 628 9009
: Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.
- NOTE** : The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact numbers and e-mail addresses of three recent (3) referees. Certified copies of the Identity Document, Grade 12 Certificate 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. 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. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. MSD reserves the right to utilize practical exercises/tests during the recruitment process to determine the suitability of candidates for the post(s). Correspondence will be limited to shortlisted candidates only.

- CLOSING DATE** : 09 June 2023
- POST 18/286** : **ADMINISTRATION CLERK REF NO: MSD2023/14**
 Directorate: Internal Control
 (Re-advertisement – previous applicants are encouraged to re-apply)
- SALARY** : R202 233 per annum, plus benefits
CENTRE : Medical Supplies Depot
REQUIREMENTS : Grade 12 Certificate or equivalent qualification. Exposure in the internal control and risk management environment will be an added advantage. Priority will be given to the EPWP/ Interns. Knowledge and understanding of the Public Finance Management Act, Treasury Regulations and Treasury Practice Notes, Knowledge of auditing and internal auditing standards, good report writing skills, Good communication skills (verbal & written), Good interpersonal relations skills, Computer literacy in MS office.
- DUTIES** : Assist in coordinating the Strategic Risk Assessments for the institution. Assist in coordinating and facilitating the Control Risk Self-Assessment for Directorates. Assist in coordinating the implementation of action plans for the risks and reporting on any developments regarding the emerging risks identified. Circulate and communicate the Risk Management Documents. Assist in planning for the Risk Awareness Campaigns. Educate employees and ensure that the Risk culture is inculcated /embedded across the Entire Department.
- ENQUIRIES** : Ms L. Doorasamy Tel No: (011) 628 9171
APPLICATIONS : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.
- NOTE** : The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact numbers and e-mail addresses of three recent (3) referees. Certified copies of the Identity Document, Grade 12 Certificate 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. 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. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. MSD reserves the right to utilize practical exercises/tests during the recruitment process to determine the suitability of candidates for the post(s). Correspondence will be limited to shortlisted candidates only.
- CLOSING DATE** : 09 June 2023
- POST 18/287** : **MATERIAL RECORDING CLERK REF NO: MSD2023/15**
 Directorate: Data
 (Re-advertisement – previous applicants are encouraged to re-apply)
- SALARY** : R202 233 per annum, plus benefits
CENTRE : Medical Supplies Depot
REQUIREMENTS : Grade 12 or equivalent qualifications. Exposure in the Pharmaceutical services Drug Supply Management, warehousing and/or distribution will be an added advantage. Priority will be given to EPWP/Interns. Computer literacy and Good Communication Skills, verbal and non-verbal, with intra and interpersonal skills. Knowledge of applicable PFMA and Supply Chain related acts, policies and regulations. Understanding MEDSAS and RDM computer systems will be an added advantage. Service Delivery Innovation and Good Customer relations.
- DUTIES** : Ensure implementation and compliance with Gauteng Medical Supplies Depot Policies and Standard Operating Procedures. Receiving Green Cards from Facilities (hospitals, clinics, Emergency Medical Services (EMS) and Regional Pharmacies). Loading Green cards into MEDSAS and transfer of RDM orders. Ensuring Compliance with the Delivery Schedule by timeous Printing, sorting

and distribution of Invoices (IV's) for Warehouse Picking and dispatching of Pharmaceutical Stock. Answer all demander's enquiries, Process demander's orders and provide reports to demanders on request. Returning of Post to Hospitals. Filing of Finalized Iv's and Financial reports. Accurate compilation of Statistics and Reporting.

ENQUIRIES : Ms M.L Chiloane Tel No: (011) 628 9020
APPLICATIONS : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.

NOTES : The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact numbers and e-mail addresses of three recent (3) referees. Certified copies of the Identity Document, Grade 12 Certificate 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. 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. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. MSD reserves the right to utilize practical exercises/tests during the recruitment process to determine the suitability of candidates for the post(s). Correspondence will be limited to shortlisted candidates only. First preference will be given to current and former interns that are within Medical Supplies Depot.

CLOSING DATE : 09 June 2023

POST 18/288 : **FINANCE CLERK REF NO: MSD2023/16**
Directorate: Account Payable
(Re-advertisement – previous applicants are encouraged to re-apply)

SALARY : R202 233 per annum, plus benefits
CENTRE : Medical Supplies Depot
REQUIREMENTS : Grade 12 Certificate or equivalent qualification. Exposure in accounts payable environment will be an added advantage. Must be computer literate (Microsoft Office), with more emphasis on excel. Knowledge of the acts governing finance in the public service and the ability to interpret them. Ability to communicate well with people at different levels and from different backgrounds. Ability to handle tasks of multidisciplinary nature. Ability to act with tact and discretion and handle conflict. Ability to work under pressure. Ability to work independently and in a team. Ability to process tasks within the set deadline, organizing, problem-solving and interpersonal relationship skills. Must be self-motivated. Good office management skills. Good telephone etiquette.

DUTIES : Suppliers payments, Monthly creditors reconciliation, Filing, communicating with customers, resolving supplier's queries and any relevant other duties delegated by the supervisor.

ENQUIRIES : Ms W.S.M Mputla Tel No: (011) 628 9081
APPLICATIONS : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.

NOTE : The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact numbers and e-mail addresses of three recent (3) referees. Certified copies of the Identity Document, Grade 12 Certificate 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. 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. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. MSD reserves the right to utilize practical exercises/tests during the recruitment process to determine the suitability of candidates for the post(s). Correspondence will be limited to shortlisted candidates only. First preference will be given to current and former interns that are within Medical Supplies Depot.

- CLOSING DATE** : 09 June 2023
- POST 18/289** : **HUMAN RESOURCE CLERK REF NO: MSD2023/17**
Directorate: Human Resource
(Re-advertisement – previous applicants are encouraged to re-apply)
- SALARY** : R202 233 per annum, plus benefits
CENTRE : Medical Supplies Depot
REQUIREMENTS : Grade 12 Certificate or equivalent qualification. Exposure in the human resources management environment will be an added advantage. Must be computer literate (MS Excel, MS Word, etc). Knowledge of the PERSAL system will be an added advantage. Good communication skills and ability to work under pressure. A good interpersonal relation.
- DUTIES** : The successful candidate will be responsible for the following: Leave capturing, Salary Administration, Overtime capturing, injury on duty, Appointments, Sessions, capturing of Housing allowance, service conditions, terminations, transfers, staff establishment, recruitment and selection and performing all duties as delegated by the supervisor.
- ENQUIRIES** : Mr V.M Maiwashe Tel No: (011) 628 9119
APPLICATIONS : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.
- NOTE** : The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact numbers and e-mail addresses of three recent (3) referees. Certified copies of the Identity Document, Grade 12 Certificate 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. 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. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. MSD reserves the right to utilize practical exercises/tests during the recruitment process to determine the suitability of candidates for the post(s). Correspondence will be limited to shortlisted candidates only. First preference will be given to current and former interns that are within Medical Supplies Depot.
- CLOSING DATE** : 09 June 2023
- POST 18/290** : **HUMAN RESOURCE OFFICER REF NO: HRM/2023/53 (X1 POST)**
Directorate: Human Resource Management
- SALARY** : R294 321 - R343 815 per annum, plus benefits
CENTRE : Mamelodi Regional Hospital
REQUIREMENTS : National Senior Certificate and a three-year National Diploma or Degree in Human Resources/Public Management or equivalent qualification with 3 years functional experience in Human Resources environment or National Senior Certificate with 5 years' experience in Human Resources Management in a hospital environment. Knowledge of PERSAL system. Knowledge of PSA, PSR, EEA, BCEA, LRA, SDA, PFMA and other Human Resource related prescripts and policies. Ability to work under pressure. Attention to detail. Ability to interact at a strategic level and implement turn around strategies. Planning and organisational skills, time management, communication skills and leadership skills. Analytical and solution orientated. Knowledge of recruitment process, leave, PILIR and service benefits.

- DUTIES** : Generalist HR functions i.e. recruitment and selection, leave management, PILIR, service benefits. Supervision of juniors. Implementing OSD and non-OSD grade progression, salary, proper control of records. Responsible PMDS contracting and leading juniors. Give advice on procedural policy matters to supervisors, line managers and other stakeholders.
- ENQUIRIES APPLICATIONS** : Mr. MH Hlophe Tel No: (012) 841 8329
: must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
- FOR ATTENTION NOTE** : Mr MH Hlophe (HR Recruitment Section)
: Applications must be submitted only on the New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full and a CV ONLY. Only shortlisted candidates will be requested to bring certified copies of qualifications. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
- CLOSING DATE** : 19 June 2023
- POST 18/291** : **PERIODIC MEDICAL SPECIALIST: ANAESTHESIOLOGY REF NO: REFS/017300 (X2 POSTS)**
Directorate: Clinical Services
- SALARY** : Grade 1: R585.00 hourly rate
Grade 2: R667.00 hourly rate
Grade 3: R772.00 hourly rate
- CENTRE REQUIREMENTS** : Dr George Mukhari Academic Hospital
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** : Participate in the delivery of a 24-hour in-patient Anaesthesia service. Undertake teaching of Registrars, Medical Officer and undergraduate medical interns and students. Provide appropriate surgical care to Anaesthesia patients. Overseeing and supervising Anaesthesia staff in the execution of duties. Accept responsibilities for continuous professional development to keep up to date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Department.
- ENQUIRIES APPLICATIONS** : Prof. H Kluyts Tel No: 012 521 4089
: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or

posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable if the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

: 09 June 2023

POST 18/292

: **DIAGNOSTIC: RADIOGRAPHER (SESSSIONAL) REF NO: HRM/2023/50 (X8 POSTS)**
Directorate: Allied

SALARY

: Grade 1: R237.00 Per Hour; Max 80 Hours per month
Grade 2: R277.00 Per Hour; Max 80 Hours per month
Grade 3: R324.00 Per Hour; Max 80 Hours per month

CENTRE REQUIREMENTS

: Mamelodi Regional Hospital
: National Senior Certificate. National Diploma or Degree in Diagnostic Radiography Qualification. Registration with HPCSA as an independent diagnostic radiographer. Computer skills, excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity, and high work ethic. Good interpersonal skills and teamwork necessary. Knowledge of Public Service legislation, Policies and Procedures. Knowledge of current DOH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge and relevant experience in radiographic procedures, Quality Control and Record keeping processes is essential. Willingness to do shifts as and when required.

DUTIES

: Select the exposure factor with due cognizance of all factors. Expose and process X-rays and ensure X-rays are taken and meet high professional status. Produce good quality CT scan images, Good knowledge of all contrast media, planning and booking of CT Scan patients. Make sure that regulations pertaining to radiation, protection and safety are adhered to and that the budget is controlled. Receive cognizance of the traumatic and pathological condition that may be present and accept responsibility for the patient. Supervise subordinates. Ensure regular services of X-ray equipment. Manage, plan, organize and supervise the provision of general and specialized Radiography Services and students Clinical Training according to the vision and mission statements of the Department of Health, perform any other duty that may be delegated by the supervisor. Must be able to work independently without supervision. Must be willing to cover a 24 hours' duty roster. Work with covid suspected and confirmed patients. Participate in providing 24-hour Radiographic services in the hospital. Be part of the stand-by allocation or roster. Advise the management in Radiographic policy planning and implementation for service improvement. To adhere to Batho Pele Principles, Regulated Norms and Standards and Ideal Hospital Realisation and

Maintenance framework, Quality Assurance and other Public Service policies and Acts. Manage conflict and implement corrective measures as and when necessary. Carry out duties delegated by the Departmental Management. Must work harmoniously with other healthcare workers within the Department and Institution. Perform and ensure that prescribed Quality Assurance/Control protocols are adhered to. Perform any ad-hoc duties allocated by Management. Be actively involved in in-service training for students and others and in CPD activities.

- ENQUIRIES** : Mr. A Mphiwe Tel No: (012) 841 0924
- APPLICATIONS** : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
- FOR ATTENTION** : Ms RM Tloane (HR Recruitment Section)
- NOTE** : Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV ONLY. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital. Male applicants are encouraged to apply.
- CLOSING DATE** : 19 June 2023
- POST 18/293** : **PODIATRIST GRADE 1 – GRADE 3 SESSIONS REF NO: EHD2023/06/03**
Directorate: Therapeutic Services
- 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 Appropriate Qualification (degree) that allows for the required registration with the health profession council of SA (HPCSA) in the relevant profession as a Podiatrist. HPCSA registration as an independent Practitioner and Current registration with HPCSA. Knowledge in community-based Rehabilitation (CBR) and Primary Health care services. A valid drivers' license is essential. A sound knowledge of clinical theory, practice and ethics relating to the delivery of podiatry services within a clinic setting. Good communication skills (verbal and written). Ability to work in a multidisciplinary team. **Grade 1:** Less than 10 years experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in the relevant profession as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in the relevant profession as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in the relevant profession as required in South Africa.
- DUTIES** : Render effective and efficient patient centred podiatry service for all patients in need of such services in adherence to the scope of podiatry and health protocols of the department of health. To work within a multidisciplinary team, relieve as and when the need arises. Carry out delegated duties. Implement and maintain the quality assurance and national core standards and norms at departmental level. Adhere to provincial, district and departmental policies, procedures, guidelines and regulations. Knowledge of Batho Pele Principles, Mission and vision of the Gauteng department of health. Perform recordkeeping and data collection. assist with budget control and asset management. Communicate effectively with all stakeholders. Exercise care with consumables and equipment.
- ENQUIRIES** : Ms A. Tshivhase/Mr G. Mavimbela Tel No: (011) 876 -1776

- APPLICATIONS** : 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** : 09 June 2023
- POST 18/294** : **OPTOMETRIST GRADE 1 – GRADE 3 SESSIONS REF NO: EHD2023/06/04**
Directorate: Therapeutic Services
- SALARY** : Grade 1: R237.00 per hour
Grade 2: R277.00 per hour
Grade 3: R324.00 per hour
- CENTRE REQUIREMENTS** : Ekurhuleni Health District
Grade 12 certificate with an appropriate qualification that allows for the required registration with the Health Professionals Council of South Africa (HPCSA) as an Optometrist with Ocular Diagnostic Privilege. HPCSA registration as an independent Practitioner and Current registration with HPCSA. Knowledge in community-based Rehabilitation (CBR) and Primary Health care services. A valid drivers' license is essential. A sound knowledge of clinical theory, practice and ethics relating to the delivery of optometry services within a clinic setting. Good communication skills (verbal and written). Ability to work in a multidisciplinary team. **Grade 1:** Less than 10 years experience required after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in the relevant profession as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in the relevant profession as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service in the relevant profession as required in South Africa.
- DUTIES** : Rendering of Eyecare Services in a community setting in adherence to the scope of practice and health protocols. Examination, diagnosing and treatment of eye conditions as per Optometry scope of practice Co-ordinate and ensure the promotion and marketing of Optometry Services in the District. Perform record keeping, data collection, assist with budget control and asset management. Exercise safeguarding of all consumables and equipment. Implement and maintain Quality Assurance Audits at facility level, Knowledge of Batho Pele Principles, Patients right charter, Ideal clinic and other relevant policies and regulations. Adherence to PMDS. Contribute and participate in continuous professional development activities. Work as part of multi-disciplinary team to deliver better service delivery. Collaborate with stakeholders in Eye care service delivery. Participate in student training and supervision. Participate in research projects of the district. Communicate effectively within the team. Relieve as and when the need arises. Perform any other duties as delegated by the supervisor.
- ENQUIRIES** : Ms A. Tshivhase/Mr G. Mavimbela Tel No: (011) 876 -1776

- APPLICATIONS** : 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** : 09 June 2023
- POST 18/295** : **MEDICAL TECHNOLOGIST GRADE 1 – GRADE 3 SESSIONS REF NO: EHD2023/06/05**
Directorate: Laboratory and Blood Services
- SALARY** : Grade 1: R237.00 per hour
Grade 2: R277.00 per hour
Grade 3: R324.00 per hour
- CENTRE REQUIREMENTS** : Ekurhuleni Health District
Grade 12 certificate National Diploma/BTech degree in Medical Technology/Biomedical Technology that allows for the required registration with the Health Professions Council of South Africa (HPCSA). Three years' experience working independently in the health sector or NGOs will be an added advantage. **Grade 1:** Less than 10 years of relevant experience after registration with the HPCSA as a Medical Technologist. **Grade 2:** At least 10 years, but less than 20 years of relevant experience after registration with the HPCSA as a Medical Technologist. **Grade 3:** 20 years and more relevant experience after registration with the HPCSA as a Medical Technologist. A valid driver's license is essential. Have relevant knowledge of laboratory processes and procedures. Good communication skills, computer literacy, and knowledge of relevant policies, protocols, and guidelines. Report writing skills and problem-solving skills, Valid driver's license. Must be a proactive, innovative, and independent team leader.
- DUTIES** : Render Laboratory and Blood services in the allocated area of responsibility in the Sub-district that complies with the standards and norms of the Gauteng Department of Health. Provide Coordination of Laboratory and blood Services management implementation and contribute to the proper rationale use of laboratory and blood services. Manage the risks involved in rendering laboratory services to Primary Health Care (PHC) facilities in Ekurhuleni Health District. Compile monthly reports on laboratory and blood services and perform other administrative duties as delegated by the supervisor. Establish a good working relationship with other stakeholders within the district i.e., TB program NGO/Development Partners, HAST program, Mother, Child, and Women Program, NCD, Outbreak response Committee and Family Medicine Unit. Manage and distribute COVID-19 stock to facilities. Implement quality assurance policies and develop appropriate quality improvement plans for the laboratory and blood services unit. Ensure adherence to government policies and protocols. Monitor and coordinate Point of Care Testing (POCT) equipment and consumables. Manage laboratory stock and results at PHC facilities and monitor the LABS program in the Sub District. Provide training support on the use of Point of Care Testing equipment and consumables such as blood gas, HB, Syphilis, and other handheld devices.
- ENQUIRIES** : Ms F. Nonyane at 082 558 3483

- APPLICATIONS** : 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** : 09 June 2023
- POST 18/296** : **SOCIAL WORKER (SESSIONAL) REF NO: HRM/2023/51 (X1 POST)**
Directorate: Allied
- SALARY** : Grade 1: R194.00 per Hour; Max 80 Hours per month
Grade 2: R237.00 per Hour; Max 80 Hours per month
Grade 3: R285.00 per Hour; Max 80 Hours per month
- CENTRE REQUIREMENTS** : Mamelodi Regional Hospital
National Senior certificate plus Bachelor's degree in Social Work. Registration with South African Council for Social Service Profession (SACSSP) as a Social Worker. Applicant must be in possession of valid South African driver's license. Knowledge of mental health legislation and related legal ethical practices, PFMA and public service act and regulations. Good Communication, Interpersonal and analytical thinking, independent decision making and problem-solving skills. Experience in hospital setting will be an added.
- DUTIES** : Provide social work services to mental health care users. Integrate mental health care users with their families and contracted facilities, Assessment. Liaise with NGO and reintegrate them into the community. Render Psychosocial support with the purpose of protecting the vulnerable individual. Renders group work and community work about mental health. To implement policies and legislation pertaining to social work services. Be part of multi-disciplinary team.
- ENQUIRIES APPLICATIONS** : Dr EB Mankge Tel No: (012) 841 8305
Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
- FOR ATTENTION NOTE** : Mr. MH Hlophe (HR Manager)
Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV ONLY. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital.
- CLOSING DATE** : 19 June 2023

- POST 18/297** : **FOOD SERVICE AID (SESSIONAL) REF NO: HRM/2023/56 (X15 POSTS)**
Directorate: Admin & Support Services
- SALARY** : R68.54 per Hour; Max 80 Hours per month
CENTRE : Mamelodi Regional Hospital
REQUIREMENTS : Grade 10 results. A certificate in food safety assurance. 6 months to 2 years exposure in the hospital environment will serve as an added advantage. Ability to work under pressure and willingness to work shifts, weekends and extended hours. Be physically fit for purpose. Good communication skills both verbal and nonverbal.
- DUTIES** : Perform routine tasks in the food service unit and operate machinery. Perform cleaning tasks as assigned to ensure that hygiene and safety standards are maintained in the unit. Washing of pots, equipment, floors, utensils, drains, grids, storerooms, freezers and freezer room. Taking out dustbins/waste and cleaning and sanitizing of dustbins. Unpacking of provisions into fridges, freezers and storage areas. Preparation and portioning of patient meals (normal and specials) as per guidelines. Preparation of function meals and decoration as well as cleaning up. Adhere to set policies and guidelines regulating food service. Perform client satisfaction surveys and plate waste studies in line with the SOP for food services. Be able to rotate to any area in the unit and work shifts as scheduled.
- ENQUIRIES** : Ms. P Raphela Tel No: 012 841 8376
APPLICATIONS : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
- FOR ATTENTION** : Ms. H Cele
NOTE : Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV ONLY. Only shortlisted candidates will be requested to bring certified copies of relevant documents. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are jobs are not for sale at Mamelodi Regional Hospital.
- CLOSING DATE** : 19 June 2023
- POST 18/298** : **CLEANER (SESSIONAL) REF NO: HRM/2023/57 (X35 POSTS)**
Directorate: Admin & Support Services
- SALARY** : R68.54 per Hour; Max 80 Hours per month
CENTRE : Mamelodi Regional Hospital
REQUIREMENTS : Grade 10 or equivalent qualification, Basic reading, writing skills and basic knowledge of cleaning. Two (2) years experience in government hospital environment. Good communication skills. Be able to work under pressure and shifts.
- DUTIES** : General cleaning of the floors and surroundings by mopping. Ability to use cleaning machinery. Emptying and washing waste bins. Washing and packing of kitchen utensils. Proper waste management and segregation according to colour codes. Safe keeping of cleaning material. Effective and efficient management of resources
- ENQUIRIES** : Mr. P Kgoedi Tel No: 012 842 0909
APPLICATIONS : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital.
- FOR ATTENTION** : Ms. H Cele
NOTE : Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV ONLY. Only shortlisted candidates will be requested to bring certified copies of relevant documents. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification,

criminal record check and employment reference check. Jobs are jobs are not for sale at Mamelodi Regional Hospital.

CLOSING DATE : 19 June 2023

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS : Applications must be delivered or posted to Gauteng Province Department of Roads and Transport; 45 Commissioner Street, Life Centre Building, Marshalltown, Johannesburg, 2001 or 76 Boeing East Road, Bedfordview 2008 or 1215 Nicol Smith and Blesbok Ave, Koedoespoort, 0183 and via email: gFleeTRecruitment@gauteng.gov.za. For general enquiries please contact Human Resources at 083 798 7344. NB: For assistance with online applications please email your query to e-recruitment@gauteng.gov.za. If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed and late applications will be considered.

CLOSING DATE : 09 June 2023

NOTE : It is our intention to promote representatively (Race, Gender, and Disability) in the Public Service through the filling of this post. Applications must be submitted on form Z83(effective 01 January 2021), 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). Please note that all applicants for Senior Management position 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/smspre-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. Department reserves the right not to make appointment to the advertised post.

MANAGEMENT ECHELON

POST 18/299 : **CHIEF OPERATIONS OFFICER REF NO: REFS/017207**
Branch: g-Fleet Management
Chief Directorate: Operations
Re-advertisement and All applicants who previously applied for REFS/006794 are encouraged to re-apply.

SALARY : R1 371 558 per annum, (an all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE : Bedfordview
REQUIREMENTS : An undergraduate qualification (NQF level 7) in Logistics Management / Operations Management / Finance Management and Business Management as recognized by SAQA and a postgraduate qualification (NQF Level 8) will be an added advantage. 5 years' experience at a senior managerial level. The

successful completion of the Nyukela Pre-entry certificate to Senior Management Services. At least 10 years' experience within the relevant industries and experience in the following areas i.e., corporate services, operations management, fleet management, project management. In depth knowledge of acts, regulations, codes of good practice and practice notes relating to public sector governance, the Public Service Act, the Public Finance Management Act and the Occupational Health and Safety Act. In depth knowledge of the fleet industry. Understanding of the public service environment and implementation of policy and relevant statutes with a clear understanding of organizational development processes and structure. The successful candidate needs to possess the following skills: strategic leadership, advanced financial management, change management, service delivery innovation, customer management, knowledge management and strategic communication, analytical, negotiation, fleet management, project management, interpersonal skills, and contract management. Ability to work in a team and within strong matrix arrangements. Strong computer literacy skills (MS Excel, MS Word, PowerPoint etc.). A valid driver's license.

DUTIES

: Monitor and oversee the provisioning of support and risk services on fleet related matters. Monitor and oversee provisioning of executive class and pool fleet management services to client departments. Monitor and oversee the provisioning of permanent fleet to client's departments. Monitor and oversee Fleet Maintenance Services. Monitor and oversee rendering of Customer Relations Management and Stakeholder Management Services. Render effective and efficient Corporate Services function. Develop and implement system of Internal Control and Risk Management for the Chief Directorate. Manage the resources of the component and perform generic management functions.

ENQUIRIES

: Ms. Noxolo Maninjwa Tel No: (011) 372 – 8660