

**PROVINCIAL ADMINISTRATION: GAUTENG
GAUTENG INFRASTRUCTURE FINANCING AGENCY**

GIFA is an equal-opportunity employer. It is our intention to promote representivity (race, gender and disability) in the GIFA through the filling of this post.

- APPLICATIONS** : To apply for the position, please apply online at <http://professionaljobcentre.gpg.gov.za>. Only online applications will be considered.
- CLOSING DATE** : 23 June 2023
- NOTE** : The online application must be accompanied by a fully completed signed Z83 form, and a comprehensive CV (including 3 contactable references). Applications without the signed Z83 and comprehensive CV will be disqualified. Foreign qualifications must be certified by the South African Qualification Authority (SAQA). 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), a pre-entry certificate obtained from the National School of Government is required prior to the appointment. To access the SMS pre-entry certificate course and for further details, please click on the Following link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website:www.thensg.gov.za Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Short-listed candidates will be subjected to a job-related test. Recommended candidates for the position will be subjected to a competency assessment. The GIFA reserves the right not to make an appointment. All instructions on the application form must be adhered to. Failure to comply with these requirements will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Applications received after the closing date and those applications that do not comply with the requirements of the post will be disqualified.

MANAGEMENT ECHELON

- POST 19/93** : **CHIEF DIRECTOR: PROJECT DEVELOPMENT REF NO: REFS/017392**
Directorate: Project Development & Compliance
(5-year fixed-term appointment)
- SALARY CENTRE REQUIREMENTS** : R1 371 558 per annum (Level 14), (inclusive of benefits)
: Sandton (Johannesburg)
: A Bachelor's degree or equivalent qualification (NQF level 7) in Engineering, Environmental Science, Business Management or related fields in Finance, Legal and Project Management. A postgraduate qualification (NQF level 8) in Engineering, Environmental Science Sector, Finance, Legal, PRINCE 2, PPP Certification or post-graduate Project Management qualification would be advantageous. At least 5 years' experience at a senior management level in the public/private sector, with a proven track record of project management in environmental science engineering, legal or financial. Experience in regulated Public Private Partnerships (PPP's) related projects. Registration with a professional body (e.g. ECSA; SACPCMP, SAICA, SAIPA, SACNASP). A valid South African driver's license. Competencies: PFMA, MFMA, Treasury Regulations, General Procurement Guidelines, Preferential Procurement Policy Framework, BBBEE Act, Public Service Act of 1994, Public Service Regulations 2016, Supply Chain Management, National Treasury's Regulation 16 on Public Private Partnerships (PPP), Provincial Treasury Regulations and all aspects of accounting including International Financial Reporting Standards (IFRS). Provincial Infrastructure Delivery Management System. Public Service Anti-corruption and Fraud Prevention Measures. Extensive knowledge of the public sector, programme and project management, risk management, financial management, people management, change management, and the public service Code of conduct. Application of Prince 2 and Project Management Book of Knowledge (PMBOK). Skills: Communication (written and verbal), negotiations and stakeholder management, financial analysis, analytical skills, risk management strategic capability and leadership, and

- management of projects in line with Prince 2 and Project Management Book of Knowledge (PMBOK)
- DUTIES** : Provide input into the development of GIFA's project development structures, systems, policies, processes, and governance controls, and drive improvements through the inclusion of practice-linked insights. Lead, manage and provide support in the development of infrastructure projects to the point of bankability. Provide input into, manage, and monitor the availability and quality of information for project management delivery, project tracking, status reporting, and management reporting – on both own projects. Support the sourcing of relevant strategic infrastructure projects. Serve as a primary point of contact between the GIFA and relevant authorities at the municipal, provincial, and national levels, to facilitate effective stakeholder management and networking, and enhance project development opportunities. Provide guidance, support, mentoring, and coaching to external stakeholders on project development matters. Manage teams e.g. Transactional advisors.
- ENQUIRIES** : Ms. Tsakani Maluleke Tel No: (011) 290 6600/38

DEPARTMENT OF HEALTH

ERRATUM: DR GEORGE MUKHARI ACADEMIC HOSPITAL. Kindly note that the following posts of Assistant Director: Logistics refs/017291 and Assistant Director: Facility Manager Ref No: refs/017289 was advertised in Public Service Vacancy Circular 18 dated 26 May 2023, the directorate is amended as follow: Admin Support and Logistics, Chief Diagnostic Radiographer Ref No: refs/017178 the notch is amended as follow R520 785 per annum and Diagnostic Radiographer Ref No: refs/017237 the notch is amended as follow R359 622 per annum. The Clinical Psychologist with Ref No: refs/017303 number of posts is amended as follows: X2 Posts. The closing date will be the 09 June 2023.

OTHER POSTS

- POST 19/94** : **MEDICAL SPECIALIST REF NO: REFS/017211**
Directorate: Anaesthesia
- SALARY CENTRE REQUIREMENTS** : Grade 1: R1 214 805 per annum, (all-inclusive package)
: Charlotte Maxeke Johannesburg Academic Hospital
: Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Anaesthesia. Registration with the HPCSA as Medical Specialty in Anaesthesia and current registration. No experience required after registration with the HPCSA as Medical Specialist in Anaesthesia. Following will be an added advantage: post-registration experience as a specialist is a recommendation but not required.
- DUTIES** : To administer and oversee the administration of Anaesthesia at all levels and service points. Providing clinical services in Anaesthesia subspecialties as determined by the department. Participate and assist in teaching and training of both undergraduate and postgraduate students. Perform administrative duties as delegated by the Head of Department. Conduct clinical research / audits and/ or participate in the research programs in the department and supervise MMed research studies. Comply with the Performance Management and Development System (contracting, quarterly or semester reviews and final assessment).
- ENQUIRIES** : Prof. E Oosthuizen Tel No: (011) 488 4344/ 082 052 0765, Ms. P Rapetswa. HRM Tel No: (011) 488 3711
- APPLICATIONS** : Please upload Z83 and C.V. only. Should you upload any other documents that are not required your application will be disqualified. Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Room 10/2. No 17 Jubilee Road, Parktown 2193 or alternatively uploaded online on the following link: <http://professionaljobcenter.gpg.gov.za>
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should

be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/Y YYYY). The information on the new 283 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) - Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Males and Indian Females are encouraged to apply encouraged to apply.

- CLOSING DATE** : 19 June 2023
- POST 19/95** : **MEDICAL SPECIALIST: TRAINEE/FELLOW REF NO: REFS/017212**
Directorate: Internal Medicine-Endocrinology
(Fixed two years contract)
- SALARY CENTRE** : R1 214 805 per annum, (all-inclusive package)
: Charlotte Maxeke Johannesburg Academic Hospital joint with Faculty of Health Sciences University of the Witwatersrand.
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as a Specialist in internal Medicine. Registration with the HPCSA as Medical Specialist in Internal Medicine and current registration. No experience required after registration with the HPCSA as a Medical Specialist in Internal Medicine. Skills: Patient first mentality, General management skills, Excellent communication skills, Good Professional judgement, integrity and professional dependability, Leadership experience, containment, Conflict management, Cost-Management training and experience, Technology and Computer skills, Problem-solving experience, Coaching and mentoring experience. The following will be an added advantage: Preference will be given to candidates with FCP (Part1), ACLS, AMLS, Diploma in HIV and with post community service Medical Officer work experience in Internal Medicine Department.
- DUTIES** : As a trainee/fellow in Internal Medicine, gastroenterology, the candidate will be expected to rotate between working both in General Internal Medicine and Medical gastroenterology. In General, Internal medicine, the candidate will be responsible for the clinical management of general medical patients within any of the Wits affiliated training hospitals. They will supervise community service medical officers, junior registrars and interns and liaise with their senior consultants daily regarding this. They will be required to perform and teach diagnostic and therapeutic procedures concordant with a senior medical registrars training in this regard. Training as a fellow will be defined as per HPCSA and the CMSA requirements for the sub speciality gastroenterology. Other clinical duties will include managing patients at MOPD, managing patients attending the Subspecialty OPD and/or Speciality Ward Consultations. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff. To be actively involved in research, management and administrative aspects of the unit, department and the hospital. Candidate will be required to be registered with the university and the HPCSA yearly as a fellow in gastroenterology. Will be a joint appointment with Wits University and be involved in teaching, research for undergraduates and postgraduates. ACADEMIC: Performance of research within the department. Supervision of research within the department and/or MMed.

- ENQUIRIES** : Prof. A. Mahomed Tel No: (011) 488 4649/3564, Ms. P Rapetswa HRM Tel No: (011) 488 3711
- APPLICATIONS** : Please upload Z83 and C.V. only. Should you upload any other documents that are not required your application will be disqualified. Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Room 10/2. No 17 Jubilee Road, Parktown 2193 or alternatively uploaded online on the following link: <http://professionaljobcenter.gpg.gov.za>
- NOTE** : Please note that the salary will be adjusted according to years of experience as per OSD policy. Applications should be uploaded online (PDF Format only) at: <http://professionaljobcentre.gpg.gov.za>. Only online application will be considered. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PS) - Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Males and Indian Females are encouraged to apply.
- CLOSING DATE** : 19 June 2023
- POST 19/96** : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/017372 (X1 POST)**
Directorate: Paediatrics (General Paediatric Wards)
- SALARY** : R1 214 805 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Appropriate qualification as Medical Specialist in Paediatrics, which allows registration with the Health Professions Council of South Africa (HPCSA) as a paediatrician. Current HPCSA registration as a paediatrician for April 2023/March 2024. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team. A valid driver's license. Aptitude for increasing the "footprint" Paediatric services across the CHBAH hospital cluster. Clinical skills to manage high volume patient numbers have clinical experience to help with any subspecialty clinic work, as determined by the needs of the department of Paediatrics at Chris Hani Baragwanath Academic Hospital. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.
- DUTIES** : To participate and assist in teaching/ training programme of both undergraduates and postgraduates. To conduct clinical research/ audits and/or participate in the research program in the department, including supervising MMed students. Attend meetings and training as approved by Head of Unit

and/or Head of Department. Comply with the Performance Management and Development System (contracting, quarterly or semester reviews and final assessment). Supervising the management of and managing paediatric patients, and coordinate any services required for patient care. To provide clinical care/ services in the general paediatric wards (both inpatients and outpatients services). To assist in providing clinical services in paediatric subspecialties, and as to which subspecialty an individual is allocated to will be according to the needs of the department of Paediatrics.

ENQUIRIES : Prof Velaphi Tel No: (011) 933 8400/ 8416
APPLICATIONS : can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

NOTE : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

CLOSING DATE : 20 June 2023

POST 19/97 : **MEDICAL SPECIALIST GRADE 1 REF NO: REFS/017373 (X2 POSTS)**
Directorate: Paediatrics (Neonatology)

SALARY : R1 214 805 per annum, (all-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Appropriate qualification/s as Medical Specialist in Paediatrics, which allows registration with the Health Professions Council of South Africa (HPCSA) as a paediatrician. Current HPCSA registration as a paediatrician for April 2023/March 2024. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal

working hours and work with diverse team. Ability to work in a multi-disciplinary team. Aptitude for increasing the "footprint" Paediatric services across the CHBAH hospital cluster. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

DUTIES

: Supervising the management of and managing neonatal patients, and coordinate any services required for patient care. To provide clinical care/ services in the Division of Neonatology (including neonates rooming-in with their mothers, inpatients, and outpatients' services). To assist in providing clinical services in general paediatrics as determined by the department of Paediatrics. To participate and assist in teaching/ training programme of both undergraduates and postgraduates. To conduct clinical research/ audits and /or participate in the research program in the Division / Department, including supervising MMed students. Attend meetings and training as approved by Head of Unit and/or Head of Department. Comply with the Performance Management and Development System (contracting, quarterly or semester reviews and final assessment).

ENQUIRIES

: Prof Velaphi Tel No: (011) 933 8400/ 8416

APPLICATIONS

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

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

CLOSING DATE

: 20 June 2023

POST 19/98 : **DEPUTY DIRECTOR: COMMUNITY BASED PRIORITY HEALTH PROGRAMMES REF NO: DDCBPHP/05/2023 (X1 POST)**
Directorate: Community Based Health Programmes

SALARY : R930 747 per annum, all-inclusive package
CENTRE : Johannesburg Health District
REQUIREMENTS : Degree in health-related field. A post graduate master's degree in related health field. Registration with related Professional council for more than 10 years. Must have worked as Assistant Manager Nursing in management capacity in the public health field at least Six (6) years. Good understanding of health sector at all spheres of government. Demonstrate ability steward, govern, and lobby strategic ownership for implementation of such. Financial management skills, knowledge of the public finance management act and division of revenue act are compulsory. A master's degree in public health will be an added advantage. Candidate must portray potential to work under extreme pressure. A valid driver's license. Knowledge and experience in either of Priority Programmes like non-communicable diseases, communicable diseases, health promotions, environmental health, and exposure in these health Programmes will be an advantage. Ability to write reports with sound computer literacy in Excel, Words and Powerpoint.

DUTIES : Provision of strategic leadership for unit made up of Ward Based Outreach Teams, Optometry, Environmental Health, Health Promotions, Non-communicable Diseases and Geriatrics. Communicable Disease control, Surveillance, Epidemic Preparedness and Response. Administrative head of overall accounting office of the public health directorate. Direct supervision of the directors and indirect supervision of the assistant directors existing in the four sub directorates. Inspection and monitoring of weekly plans and daily activities of the subordinates within the sub directorate. Expenditure control and overseeing the overall budget of the sub-directorates. Define budgetary requirements for the function as per department guidelines and the PFMA. Attending of strategic meetings and assisting the chief director in the overall management of health Programmes. Preparations and compilation of annual quarterly, monthly and weekly reports of the sub directorate. Be the overall responsible for staff development and their performance appraisal in the programme.

ENQUIRIES : Mrs. M Morewane Tel No: (011) 694 3705/3712
APPLICATIONS : must be submitted only through this email: JhbHealth.District.JobApplications@gauteng.gov.za. Applicants must indicate the post reference number as subject line of the email.

NOTE : The fully completed and signed new Z83 form should be accompanied by a detailed recently updated CV, copies of your qualifications, identity document and driver's license do not need to be attached upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card and Driver's license copies must be double sided. Please ensure that the reference number is correctly quoted. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body before or day of 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. People with disabilities are encouraged to apply. All recommended candidates will be subjected to positive results of the security screening process which entails reference checks, criminal records check, qualification verification and medical surveillance. Incomplete applications or applications received after closing date will not be considered. Johannesburg Health District does not have budget for resettlement and S&T claims.

CLOSING DATE : 19 June 2023

POST 19/99 : **MEDICAL OFFICER GRADE 1 REF NO: REFS/017374 (X1 POST)**
Directorate: Urology

SALARY : R906 540 per annum, (all-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS : Appropriate qualification that allows registration with HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner, must be post community service and current registration. No experience. Surgical primaries

and have rotated through ICU and General Surgery will be added as advantage. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

DUTIES : Perform duties according to guidelines from department of Urology of the University of Witwatersrand. Render a full spectrum of Urology inpatient and Outpatient services. Provide clinical guidance to designated clinic staff. Perform department administrative duties, and post graduate students. Initiate and participate in clinical research. Render after-hours clinical services.

ENQUIRIES : Dr S Doherty Tel No: (011) 933 8108

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

NOTE : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

CLOSING DATE : 20 June 2023

POST 19/100 : **PHARMACIST GRADE 1 REF NO: TDHS/A/2023/46 (X1 POST)**
Directorate: Pharmaceutical Services

SALARY : R768 489 – R814 437 per annum
CENTRE : Laudium Community Health Centre
REQUIREMENTS : Bachelor of Pharmacy (B.Pharm Degree) or equivalent qualification accredited by the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as a Pharmacist. No experience required after registration as Pharmacist with SAPC in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Other Skills / Requirements: Own discipline, knowledge of relevant legislation, regulations, policies,

		implementation and Information management, quality assurance and improvement programmes. Leadership and communication. Problem solving, computer literacy, stress tolerance, self confidence, objectiveness and empathy. Acquaintance with standard operating procedures and primary healthcare standard treatment guidelines. Work effectively as part of a team. No criminal record or dismissal for misconduct at previous place(s) of work.
<u>DUTIES</u>	:	The provision of pharmaceutical services in Laudium Community Health Centre (CHC). Evaluation of the patient related needs by determining the indication, safety, and effectiveness of the prescribed therapy. Dispensing of medicines or scheduled substances as prescribed according to the District formulary. Furnishing of information and advise to any person in regards to the safe and effective use of medicine. Comply with standard operating procedures and statutory regulations (GPP, GMP and PMFA). Liaise with healthcare professionals in Laudium CHC in regards to pharmaceutical services. Stock control and correct handling and storage of medicines. Ensure compliance to standard treatment guidelines and EML in the CHC. Participate in the pharmaceutical programs in the district for e.g. CCMDD, SVS, ideal clinic for pharmacies. Providing in-service training, promoting the safe and rational use of medicines. Monitor the availability of medicines at Laudium CHC. Ensure safekeeping of medicines. Supervising of pharmacist assistants and other support staff at Laudium CHC. Promote public health, quality priorities and Batho Pele Principles. Deputize for the responsible pharmacist. Perform all duties within the scope of practice of a pharmacist. Evaluate and manage staff performance and development within your area. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Monitoring of and implementing measures to reduce fruitless and wastful expenditure at Laudium CHC.
<u>ENQUIRIES</u>	:	Ms M Haines Tel No: (012) 356 9201
<u>APPLICATIONS</u>	:	must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria, 0001, Application Box, First Floor Reception. No faxed applications will be considered.
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
<u>CLOSING DATE</u>	:	19 June 2023
<u>POST 19/101</u>	:	<u>MEDICAL PHYSICIST GRADE 1 REF NO: REFS/017376 (X1 POST)</u> Directorate: Clinical Support (Radiography)
<u>SALARY</u>	:	R734 811 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	An appropriate qualification that allows registration with the HPCSA as a medical Physicist, Registration with the HPCSA as a Medical Physicist, No experience needed after registration with the HPCSA as a Medical Physicist. Computer literacy (Ms Office, Excel, PowerPoint). Ability to communicate well with people at different levels and backgrounds. Sound Organization skills. Good telephone etiquette and interpersonal skills. Must be able to work under pressure and to take initiative. Ability to organize and plan.
<u>DUTIES</u>	:	Review of radiation safety procedures to ensure compliance with regulatory requirements. Provide training of radiation workers in all radiation protection protocols. Review of personnel radiation exposure and preparation of over-exposure reports as required by DoH:RC/SAHPRA. Monitoring of patient radiation doses: diagnostic reference levels (DRLs) Prevention of radiation incidences in diagnostic radiology department. Acquisition and administering of personnel radiation monitoring devices (e.g. radiation dosimeters such TLD badges & audible/alarm dosimeters). Perform calculation and inspection of the facility shielding as required in accordance with the national regulations. Acts on behalf of license holders in taking a full responsibility for the entire scope of

radiation protection. Develop and directs quality control programs to ensure safety procedures, better image quality, identification of the sources of uncertainty as well as the compliance with regulations. Perform acceptance testing of the newly installed imaging systems to verify the specifications provided by the vendor. Implementation of a regular quality control programme to guarantee safety of both staff and patients. Ensuring that all the activity measuring instruments (radionuclide calibrators and survey meters) are calibrated against the national standard. Review of documentation which includes procedure manuals and policy documents. Ensure that the correct activity which is measured with a radionuclide calibrator is administered to patients. Monitor the administration of radioactivity sources (in case of I-131 and Lu-177) to patients for therapeutic procedures. Measurement of the sensitivity of gamma cameras/SPECT scanners prior to the estimation of the activity/counts to be performed. Provide support to Radiography, Radiology, Nuclear Medicine, Radiotherapy, Oncology and other institutions in the cluster. Evaluation of all the facilities and procedures in terms of occupational or public safety by performing radiation survey. Participate in drafting/writing specifications prior to purchasing of a new radionuclide calibrator and/or any imaging system. Ability to work full hours a week and work overtime when requested.

**ENQUIRIES
APPLICATIONS**

: Mr S.J.T. Khumalo Tel No: (011) 933 8434
 : can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. No faxed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

CLOSING DATE

: 20 June 2023

- POST 19/102** : **ASSISTANT MANAGER NURSING SPECIALTY REF NO: REFS/ 017217**
 Directorate: Nursing Department – Critical Care
 (Re- advertisement)
- SALARY** : R683 838 per annum, (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade 12 or equivalent. Basic R425 qualification (Diploma/ Degree in Nursing) that allows registration with the SANC as a Professional Nurse. Registration with SANC as a Professional Nurse. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Critical Care Nursing. A minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year Critical Care Nursing. At least 3 years of the period must be appropriate at management level. Nursing administration qualification and computer literacy will be added advantage.
- DUTIES** : To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the health facility. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. To apply basic HR and financial policies when coordinating care to our patients and other stakeholders. To do hospital departmental calls as required by the service. To demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi- disciplinary team on a supervisory level to ensure good nursing care by the nursing team. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Expected to relieve the Nursing Manager in her absence.
- ENQUIRIES** : Mr GNB Moeng Tel No: (011) 488 3424, Ms. M Maseko. HRM Tel No: (011) 488 4732
- APPLICATIONS** : Please upload Z83 and C.V. only. Should you upload any other documents that are not required your application will be disqualified. Applications should be submitted on a (PDF Format only) to the following link <http://professionaljobcenter.gpg.gov.za>. Only online application will be considered.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign

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

- CLOSING DATE** : 19 June 2023
- POST 19/103** : **ASSISTANT MANAGER SPECIALTY PNB-4 (OPERATING THEATRE NURSING SCIENCE) REF NO: REFS/017352 (X1 POST)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R683 838 per annum, (plus benefits)
: Dr George Mukhari Academic Hospital
: Basic R425 qualification (An appropriate bachelor's degree/ Diploma in nursing or equivalent qualifications that allows registration with the South African Nursing Council) as a professional nurse. A post basic nursing qualification with duration of at least 1 year accredited with SANC in the relevant specialty Operating Theatre Nursing Science. Registration with SANC and current registration as Professional Nurse. A minimum of ten (10) years appropriate /recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least six (06) years of the period referred to above must be appropriate/recognizable in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Nursing Management with a duration of at least 1 year, accredited with South African Nursing Council as a requirement. Degree/Diploma in Nursing Education will be an added advantage. Service Record. Computer Literacy.
- DUTIES** : Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impact on service delivery. Ensure that the clinical nursing practice by the nursing team and promotion of quality nursing care is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate effective communication with patients, supervisor, other health professionals and subordinates, including more complex report writing when required. Work as part of multi – disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably at management level with persons of diverse intellectual, cultural, racial, or religious differences. Able to manage own work, time, and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Demonstrate basic Computer Literacy as a support tool to enhance service delivery. Implement nursing legislations and related legal and ethical nursing practices. Compile and analyze reports to improve quality of patient care. Manage resources effectively and efficiently in the unit. Must be prepared to work night shifts when needs arise, relieve the supervisor when required. Ability to function as part of a team and display good professional image.
- ENQUIRIES APPLICATIONS** : Dr. FF Mafisa Tel No: (012) 529 3873
: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13(HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Applicants who applied previously are encouraged to apply again. 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. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

: 19 June 2023

POST 19/104

: **AREA MANAGER (PNB-4) REF NO: TDHS/A/2023/47 (X1 POST)**
 Directorate: Tshwane Sub-District 2, 3 & 4

SALARY
CENTRE
REQUIREMENTS

: R683 838 - R767 184 per annum, (plus benefits)
 : Tshwane Health District Services
 : Matric / Senior Certificate / Grade 12, a basic 2R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a 3(a)post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (R48) or an 3(b)Advanced Midwifery and Neonatal Science (R212) accredited with SANC plus a 4Post Basic qualification of a minimum duration of one-year in Nursing Administration or Management or Health Care Services Management obtained from a recognised and registered tertiary institution and similarly, recognised by SAQA (i.e. NQF level 7 or 6 for a Degree or Diploma respectively).Current registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Unendorsed & valid driver's licence, be computer-use literate & competent. NB!! Shortlisted Candidates will be assessed for computer competency. Other Skills / Requirements: Knowledge of the application of the relevant statutes and policies governing the public service and nursing profession. Knowledge of the Performance Management and Development System. Knowledge and application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of the Batho-Pele principles, Patients' rights charter and quality assurance system. Well-developed communication, presentation, negotiation and research skills. Operational and people management skills. Ability to interact with diverse stakeholders and health users and givers. Computer literacy and report writing skills. Facilitation and co-ordination skills. Problem solving, planning and organizing skills.

DUTIES

: Responsive and accountable stewardship of District Health Services by overseeing to it that Annual Performance Plan targets are met by: Providing comprehensive District Health Services ranging from nursing services in mental health, maternal & child health, in-and out-patients, occupational, infection, environmental, rehabilitative, quality assurance and any associated care as may be deemed fit by the relevant authority(ies).Monitor that the Sub-District meets and/or exceeds set performance targets & aspirations. Implement Batho-Pele principles, Patient Rights Charter. Ensure implementation of Quality Assurance determinations, including Ideal Health Facility Realisation Programme and Office of the Health Standards Compliance prescripts. Monitor development, implementation, monitoring and evaluation of

Quality Improvement Plans. Manage the development, implementation and updating of relevant Standard Operating Procedures. Ensure effective and efficient management of human, financial & material resources. Proactively, independently & autonomously manage labour relations affairs, including consequential management. Promote practice and compliance with ethical and professional expectations. Operate and manage relevant District Health Information Management Systems (DHIMS); particularly producing top-end data. Liaise the Sub-District, District and all other essential stake-holders.

**ENQUIRIES
APPLICATIONS**

: Mr SR Makua Tel No: (012) 451 9121 / 079 872 6077
: must be submitted to Tshwane Health District Services, 3319 Fedsure Forum Building, First Floor Reception, Cnr Lillian Ngoyi and Pretorius Street, Pretoria, 0001. No faxed applications will be considered

NOTE

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

CLOSING DATE

: 19 June 2023

POST 19/105

: **ASSISTANT MANAGER (PNB-4) REF NO: TDHS/A/2023/48 (X1 POST)**
Directorate: PHC Sub District 1

**SALARY
CENTRE
REQUIREMENTS**

: R683 838 - R767 184 per annum
: Tshwane District Health Services
: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a Post basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC plus A Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma) qualification of a minimum duration of one-year in Nursing Administration/Management or in Health Care Services Management obtained from a recognised and registered tertiary institution and similarly, recognised by SAQA. Current registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be management experience in in either District Health Services or PHC Setting. Valid Driver's license is a requisite. Potential candidates should be computer-use competent on related modern-day functions & activities. Other Skills / Requirements: Knowledge of the application of the relevant statutes and policies governing the public service and nursing profession. Knowledge of the Performance Management and Development System. Knowledge and application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of the Batho-Pele principles, Patients' rights charter and quality assurance system. Well-developed communication, presentation, negotiation and research skills. Operational and people management skills. Ability to interact with diverse stakeholders and health users and givers. Facilitation and co-ordination skills. Problem solving, planning and organizing skills. Effective and competent use of modern-day technology to communicate and advance any other departmental mandates. Shortlisted Candidates may be assessed for computer competency as part of selection.

DUTIES

: Responsive and accountable stewardship of District Health Services by overseeing to it that Annual Performance Plan targets are met by: Providing comprehensive District Health Services ranging from nursing services in mental health, maternal & child health, in-and out-patients, occupational, infection, environmental, rehabilitative, quality assurance and any associated care as may be deemed fit by the relevant authority(ies). Implement Batho-

Pele principles, Patient Rights Charter. Ensure implementation of Quality Assurance determinations, including Ideal Health Facility Realisation Programme and Office of the Health Standards Compliance prescripts. Monitor development, implementation, monitoring and evaluation of Quality Improvement Plans. Manage the development, implementation and updating of relevant Standard Operating Procedures. Ensure effective and efficient management of all resources. Promote practice and compliance with ethical and professional expectations. Operate and manage relevant District Health Information Management Systems (DHIMS) Liaise the Sub-District, District and all other essential stake-holders.

- ENQUIRIES** : Mr M.E Makhudu Tel No: (012) 451 9059 during office hours only (08h00-16h00)
- APPLICATIONS** : must be submitted to First Floor Reception; Tshwane Health District Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Streets, Pretoria; 0002. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date. A practical test and/or competency assessment where relevant, relating to key areas of knowledge and skills may form part of the selection process for this position.
- CLOSING DATE** : 19 June 2023
- POST 19/106** : **OPERATIONAL MANAGER SPECIALTY PNB-3 (INTENSIVE CARE NURSING SCIENCE) REF NO: REFS/017347 (X1 POST)**
Directorate: Nursing
- SALARY** : R627 474 per annum, (plus benefits)
- CENTRE** : Dr George Mukhari Academic Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with duration of at least 1 year accredited with SANC in the relevant specialty Intensive Care Nursing Science. Registration with SANC as Professional Nurse. Current registration as Professional Nurse. 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 referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality. Degree/Diploma in Nursing Management will be an added advantage. Service records. Computer literacy.
- DUTIES** : Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impact on service delivery. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and subordinates, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with people of diverse intellectual, cultural, racial, or religious differences. Able to manage own work, time, and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance

service delivery. Implement nursing legislations and related legal and ethical nursing practices. Compile and analyze reports to improve quality of patient care. Manage resources effectively and efficiently in the unit. Must be prepared to work night shifts when needs arise and relieve the supervisor when required. Ability to function as part of a team and display good professional image.

**ENQUIRIES
APPLICATIONS**

: Dr. FF Mafisa Tel No: (012) 529 3873
: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE

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

CLOSING DATE

: 19 June 2023

POST 19/107

: **OPERATIONAL MANAGER SPECIALTY PNB3- ONCOLOGY NURSING SCIENCE (GYNAECOLOGY) (X1 POST)**
Directorate: Nursing
Re-Advert

**SALARY
CENTRE
REQUIREMENTS**

: R627 474 per annum, (plus benefits)
: Dr. George Mukhari Academic Hospital
: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with duration of at least 1 year accredited with SANC in the relevant speciality. Registration with SANC as Professional Nurse. Current registration as Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the Gynaecology Oncology Nursing, after obtaining the 1 year post basic qualification in the relevant speciality. Computer literacy and Nursing Management / Administration will serve as an added advantage. Ability to function as part of a team and display good professional image.

DUTIES

: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determine by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices.

Demonstrate effective communication with patients, supervisors, other health professionals and subordinates, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Implement nursing legislations and related legal and ethical nursing practices. Compile and analyze reports to improve quality of patient care. Manage resources effectively and efficiently in the unit. Promote the achievement of National Core Standards/Ideal Hospital Realization Framework targets. Must be prepared to work night shifts when needs arise and relieve the supervisor when required.

**ENQUIRIES
APPLICATIONS**

: Dr. FF Mafisa Tel No: (012) 529 3873
 : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE

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

CLOSING DATE

: 19 June 2023

POST 19/108

: **OPERATIONAL MANAGER NURSING GENERAL PNA-5 REF NO:
REFS/017348 (X1 POST)**
 Directorate: Nursing

**SALARY
CENTRE
REQUIREMENTS**

: R497 193 per annum, (plus benefits)
 : Dr George Mukhari Academic Hospital
 : A Basic R425 qualification (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and current registration. A minimum of seven (7) years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Service record must be submitted. Should have proven sound managerial skills and be computer literate. Diploma/Degree in Nursing Management and Experience in Orthopaedics management will be an added advantage.

DUTIES : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, and procedures. Manage and monitor proper utilization of human, financial and physical resources. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Able to manage own work, time, and that of subordinate to ensure proper nursing service in the units. 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. Compile and analyze reports to improve quality of patient care. Participate in training, research, and self-development. Promote achievement of National Core Standards targets. Be prepared to work shifts when the need arises. Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES : Dr. FF Mafisa Tel No: (012) 529 3873
APPLICATIONS : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

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

CLOSING DATE : 19 June 2023

POST 19/109 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: TDHA/A/2023/49 (X1 POST)**
Directorate: Supply Chain Management & Asset Management

SALARY : R424 104 – R496 467 per annum (Level 09)
CENTRE : Tshwane District Health Services
REQUIREMENTS : Qualifications: Matric/Grade 12 certificate coupled with 10 years supervisory experience in Asset Management or Matric/Grade 12 certificate coupled with a Post matric qualification either a National Diploma in Supply Chain Management, Logistics Management/ Supply Chain Management / Business

Management and/or relevant qualification. A BCOM and/or a post graduate qualification/certificate in any of the above mentioned disciplines will be an added advantage. Experience: 3 – 5 years supervisory experience on level 7 or 8 in Supply Chain Management. Experience in BAS reconciliations, report writing, disposal management, asset verifications, theft and losses and general management/supervision in asset management. Thorough understanding of processes within the Supply Chain Management environment. Other Skills / Requirements: Leadership, Problem solving skills, creativity and analytical skills. Good communication skills both verbal and written. Teamwork, Organizing, Coordination and time management. Driver's license (Code B). Computer literate, ability to work under pressure and good interpersonal skills. Working experience on BAS will be an added advantage.

- DUTIES** : Provide supply chain management administrative support to Tshwane District Health Services as follows: Asset Register: Management and monitoring of updating of all records on the asset register. The establishment of maintenance register at respective facilities within the district. Barcoding: Management of the bar-coding process for all newly acquired/donated assets. Compilation and submission of monthly asset recon reports to Central Office. Theft and Losses: Management and monitoring of the theft and losses process within the district. Asset Verification: Development of the Annual Asset Verification Plan. And conducting the annual verification of assets including the training of facility managers and asset coordinators at Facility/Programme level. Management and supervision of the annual Asset verification programme for the district. Facilitation and coordination of addressing discrepancies. Disposal Management: Convening quarterly disposal meetings and the subsequent disposal of obsolete and redundant assets. Facilitation and coordination of the disposal management process. Risk Management: The development of the SCM Operational Risk Register. The monthly consolidation of the reports into the OPS Risk Register, the Key Emerging Risk Register and the Incident Report. Personnel Management: The recommendation/ approval of leave plans and leave application. The management of the PMDS process for the Asset Team. The development of SCM officials into Asset/SCM training and any other relevant training. General Management: Development and updating of Standard Operating Procedures within Asset Management. Liaison with internal and external stakeholders regarding all aspects related to Asset Management and Supply Chain Management. Consolidation and compilation of SCM and Asset related reports monthly/annually. Assist with general office management duties within the SCM Unit. Perform all other duties delegated by a Deputy Director: Supply Chain Management. Other duties: Maintaining & updating of registers. Compile daily, weekly and monthly statistics. Handle external and internal enquiries including audit queries. Liaison with Clinical Engineering Technicians to maintain Assets within the district.
- ENQUIRIES** : Mr TD Makgari Tel No: (012) 451 9003
- APPLICATIONS** : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria, 0001, Application Box, First Floor Reception. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 19 June 2023
- POST 19/110** : **PROFESSIONAL NURSE (SPECIALTY) GRADE 1 CHILD NURSING SCIENCE) REF NO: ODI/19/05/2023/01**
- SALARY** : R431 265 per annum
- CENTRE** : Odi District Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e., Diploma/ Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A post

- basic Nursing qualification (Child Nursing Science) with a duration of at least one year, accredited with the SANC. A minimum of 4 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Accredited with SANC in terms of Government Notice No R212 in the relevant speciality.
- DUTIES** : Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Maintain infection prevention and control standards. Effective utilisation of resources. Participate in training and research. Demonstrate effective communication with patients, supervisors, and other health professional ethics. Promotion of professionalism and adherence to nursing professional ethics. Perform nursing administrative duties and relieving the Operational Manager. Implement Ideal Hospital framework. Must be willing to workday and night duty/shift.
- ENQUIRIES** : Ms. Ntsie EP Tel No: (012) 725 2312
- APPLICATIONS** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag X509, Mabopane, 0190.
- NOTE** : Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.
- CLOSING DATE** : 23 June 2023
- POST 19/111** : **RADIATION THERAPIST REF NO: REFS/017214**
Directorate: Radiation Therapy
- SALARY** : R413 688 per annum, (plus benefits)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate Qualifications that allows registration with the HPCSA as Radiographer: Independent Practise: Therapy. Four (4) appropriate experience after registration with HPCSA as a Diagnostic Radiographer. Ability to work under pressure, be able to work beyond office hours, e.g., emergencies and overflow of booked patients. Must be computer literate.
- DUTIES** : Treat all, patients completely, effectively and accurately according to departmental protocols, based on local and international research. Participation in academic activities. Responsible for localization planning and accurate delivery of radiation treatment to patients with neo-plasms. Physical and emotional support of patients. Daily and weekly quality assurance. Administrative duties, e.g., patient's and statistics. Assist students during clinical work to develop radiography skills.
- ENQUIRIES** : Dr. O Ubogu Tel No: (011) 488 3710, Ms. S Mbatha Tel No: (011) 488 2215
Ms. P Rapetswa HRM Tel No: (011) 488 3711
- APPLICATIONS** : Please upload Z83 and C.V. only. Should you upload any other documents that are not required your application will be disqualified. Please note that the salary will be adjusted according to years of experience as per OSD policy. Applications should be uploaded online on a (PDF Format only) at <http://professionaljobcenter.gpg.gov.za>. Only online application will be considered. Please use the reference as the subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide

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

- CLOSING DATE** : 19 June 2023
- POST 19/112** : **SPEECH THERAPIST & AUDIOLOGIST/SPEECH THERAPIST REF NO: TRH10/2023**
- 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 REQUIREMENTS** : Tshwane Rehabilitation Hospital
: Bachelor of Speech Therapy & Audiology, registration with HPCSA as Speech Therapy & Audiology Speech Therapist Independent Practitioner. Experience in rehabilitation of persons with communication, language, swallowing, and hearing difficulties. Good communication skills and computer literacy. Working experience: **Grade 1:** Have completed community service. **Grade 2:** A minimum of 10 years appropriate experience in speech Therapy after registration with HPCSA. **Grade 3:** A minimum of 20 years appropriate experience in Speech Therapy after registration with HPCSA. Ability to work in a team, interdisciplinary approach.
- DUTIES** : Assess and treat in and outpatients using a holistic approach with the use of evidence-based practice and standardized outcome measures. Effective record keeping, including patient records according to ICF and SOAP standards and administrative duties. Prescribe and issue appropriate assistive devices. Compile own statistics and assist to control stock for all assistive devices in the department. To work with colleagues, relieve as and when the need arises, and work closely with the interdisciplinary team members. Collaboration with relevant stake holders. Management of physical resources on allocated area. Perform clinical supervision of allocated staff (e.g., community service own skills and knowledge by identifying and attending relevant courses, workshops, work group etc. Adherence to all prescribed Acts/Policies (e.g., Basic conditions of employment act, National Health Act, Code of conduct, PMDS etc. and any directive on clinician governance.
- ENQUIRIES APPLICATIONS** : Mrs. M. Mabokela Tel No: (012) 354 – 6033
: must be hand delivered to: Tshwane Rehabilitation Hospital Cnr Dr Savage and Soutpansberg Road, Pretoria, 0001. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but must submit fully complete Z83 form and a detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from Human Resource 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-, qualifications verification, criminal checks and credit/financial checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity;

therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

- CLOSING DATE** : 19 June 2023
- POST 19/113** : **PODIATRIST REF NO: REFS/017345 (X1 POST)**
Directorate: Clinical Support
Applicants who applied previously are encouraged to apply again
- SALARY** : R359 622 per annum, (plus benefits)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : B-Tech Pod (SA) or a recognized relevant Degree/Diploma, Current registration with Health Professions Council of South Africa (HPCSA) as an independent practitioner; **Grade 1:** No 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 Podiatrist. Sound interpersonal and communication skills, Ability to work in a multi-disciplinary environment. Ability to work under pressure. Have analytical and creative skills and be adaptable.
- DUTIES** : Assessment and treatment of in and out-patients. Assist in department administrative activities, quality assurance and evidence based programmes. Contribute positively towards the development and growth of the Podiatry Department. Participate in and contribute towards Professional departments programmes.
- ENQUIRIES** : Ms. MD Letswalo Tel No: (012) 529 3976
APPLICATIONS : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, 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. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.
- CLOSING DATE** : 19 June 2023
- POST 19/114** : **CHIEF ADMIN CLERK (LAUNDRY SERVICES) (X1 POST)**
Directorate: Admin Support and Logistics
Applicants who applied previously are encouraged to apply again.
- SALARY** : R294 321 per annum, (plus benefits)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : Grade 12 Certificate plus 3 to 5 years' experience in Laundry Supervision. Computer Certificate with Microsoft Office Programs (Word, Excel, Power point)

and Internet. Must be able to plan, lead, organize, supervise, inspect, and evaluate the work of subordinates, work scheduling. Patient safety. Disciplinary code and procedure, report writing and ability to lead a big team. Comply with HR. prescripts and national core standards safety. Adhere to occupational health and safety regulations as well as infection prevention and control principles. A recognized National Diploma in Public Management / Administration, Business Management or relevant tertiary qualifications NQF 6 will be an added advantage.

DUTIES : Supervision of Laundry Sections. Ensuring cleaning checklists and schedules are available and implemented. Ensure compliance to national core standards/ Ideal Framework Realization. Leave Management. Oversee counting, sorting, disposal, ironing, packing, delivery, and collection of linen to and from various wards. Ensure the availability of clean linen in coordination with all other stake holders. Visits all wards to assess stork levels. Attend meetings and give feedback. Knowledge of colour coding of laundry bags. Management of performance and development of staff. Make rounds and inspections to ensure that the laundry staff are performing the required duties. Appropriate cleaning and laundry procedures are adhered to, and quality control measures are continually maintained. Strengthen cleaning and laundry standards and infection control. Be actively involved in budgetary control and saving measures. Apply disciplinary measures when necessary. Order, receive and distribute stock, material, or equipment's. Take responsibility of waste management in collaboration with the infection control Officers. Perform any other duties delegated by the Supervisor or Manager.

ENQUIRIES : Mr. JT Hlongwane Tel No: (012) 529 3019
APPLICATIONS : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, 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. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE : 19 June 2023

POST 19/115 : **HUMAN RESOURCE DEVELOPMENT OFFICER REF NO: ODI/19/05/2023/02**
 Those who previously applied are encouraged to re-apply.

SALARY : R294 321 per annum
CENTRE : Odi District Hospital
REQUIREMENTS : Grade 12 with more than 10 years' experience in Training and development, a three year National or degree in HRM/HRD with 2 years' experience in Training and development within the public sector. Above average computer skills.

- Knowledge of HR prescripts and legislation related to the position functional areas, proven (hands on) experience and knowledge of PERSAL administration and functions, good communication skills, good interpersonal relations, and ability to work under pressure. Driver's licence will be an added advantage.
- DUTIES** : Coordinate orientation and induction programme. Coordinate skills audit and training needs analysis process. Develop and implement the workplace skills plan (WSP) and liaise with training providers. Capturing of PMDS on PERSAL system. To ensure effective Human Resource Development Administration such as up to date training database, management of the training budget, compile the quarterly and annual reports. Coordinate the AET programme. Submit the approved WSP/ATR for the organisation. Implement internship and experiential learnership programmes. Compile and submit training report to management. Serve as secretary and advisor during training committee, equity committee, equity committee and PMDS meetings. Monitor implementation of PMDS system. Advice management and staff on new PMDS systems. Facilitation the implementation of Employment Equity and perform any other delegated tasks by the relevant manager.
- ENQUIRIES APPLICATIONS** : Mr Letswane M Tel No: 012 725 2456
- NOTE** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag X509, Mabopane, 0190.
- NOTE** : Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. NB: People with disability are encouraged to apply. Preference will be given to male candidates.
- CLOSING DATE** : 23 June 2023
- POST 19/116** : **ADMINISTRATION OFFICER REF NO: TDHS/A/2023/51 (X1 POST)**
Directorate: TDHS PHC Sub District 5, 6 & 7
- SALARY CENTRE REQUIREMENTS** : R294 321 – R343 815 per annum (Level 07)
: Stanza Bopape CHC
: Minimum of Grade 12 or equivalent, National Diploma (NQF6) in Office Administration, Public Management, Public Administration, Business Administration or relevant, minimum of 3 years' experience in administration / office management or secretary, three (3) year National Diploma (NQF6) in Public Administration/Office Management or related field will be an added advantage. Other Skills / Requirements: Proficiency in all Microsoft Office applications (computer skills). Valid Driver's License will be an added advantage. Strong Administrative and organizational skills. Communication skills written and verbal. Teamwork and interpersonal skills Customer service skills. Problem-solving skills. Technology and software skills (will be tested). Facilitation, Interpersonal skills. Telephone etiquette, Decision Making, Analytical, Project Management, Supervisory skills. Knowledge and understanding of the legislative framework governing the Public Service.
- DUTIES** : The incumbent will perform administrative duties, relating to client's records. Planning and organizing operations of the junior administration clerks and data capturers. Management of waiting time. Compliance to ideal clinic and national core standard. Provide secretarial services in the facility. Implement and monitor booking system, retrieval of files, file flow and HPRS system. Order and monitor stock ensuring availability of stationery and other consumables in the facility. Write memos, letters and any other documents as requested by the Supervisor. Manage and support patients and staff services in the facility. Perform all other duties as delegated by the Supervisor/Manager.
- ENQUIRIES APPLICATIONS** : Dr Moshime-Shabangu Tel No: (012) 451 9004 during office hours only (08h00-16h00)
- APPLICATIONS** : must be submitted to First Floor Reception; Tshwane Health District Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Streets, Pretoria; 0001. No faxed applications will be considered.

- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 19 June 2023
- POST 19/117** : **PROFESSIONAL NURSE OSD REF NO: TDHS/A/2023/50 (X9 POSTS)**
Directorate: PHC Sub District 5, 6 & 7
- SALARY** : Grade 1: R293 670 – R337 860 per annum
Grade 2: R358 626 – R409 275 per annum
Grade 3: R431 265 – R543 696 per annum
- CENTRE** : Stanza Bopape CHC (X2 Posts)
Eersterust CHC (X2 Posts)
Dark City, CHC (X3 Posts)
Rethabiseng Clinic (X1 Post)
Ekangala
- REQUIREMENTS** : Matric/Grade 12. Basic R425 qualification (i.e. Diploma/Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse trained in Midwifery, Psychiatry, and community Nursing Science. Current registration with the SANC as a Professional Nurse. Other Skills / Requirements: **Grade 1:** No experience required after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing Required: Knowledge of nursing care processes and procedures. Knowledge of SANC. Rules and Regulations and other relevant Legal Framework, Knowledge of Quality Assurance programmes, display of uncompromising concern for the welfare of patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho-Pele & Patient Rights). Skills: Leadership, Supervisory, Good Communication & Reporting (Verbal & Written), Excellent time-management, skills, Counselling, Interpersonal Relations, Conflict Management, Decision-Making and Problem-solving skills. Valid & unendorsed driver's license is essential.
- DUTIES** : Overseeing that comprehensive, holistic and quality patient care is dispensed in line with departmental objectives. Participate in processes of upholding of Professional Standards and Conduct, Batho Pele Principles, Patients' Rights Charter, Employee Value Proposition and other relevant/applicable ethical considerations. Collection of correct, accurate and optimal data management and/or use Upholding and complying with Quality Assurance prescripts. Correct implementation of SOPs
- ENQUIRIES** : Dr Moshime-Shabangu Tel No: (012) 451 9004 during office hours only (08h00-16h00)
- APPLICATIONS** : must be submitted to First Floor Reception; Tshwane Health District Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Street, Pretoria; 0001. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the

Employment Equity target of the department. No applications will be considered after the closing date. A practical test and/or competency assessment where relevant, relating to key areas of knowledge and skills may form part of the selection process for this position.

CLOSING DATE

: 19 June 2023

POST 19/118

: **HUMAN RESOURCE CLERK REF NO: CHBAH 650 (X2 POSTS)**
Directorate: Human Resources Service Benefits

SALARY

: R202 233 per annum (Level 05), plus benefits

CENTRE

: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS

: Grade 12 with no experience. Computer literacy (Ms Office). Exposure in working in Human Resources will be an added advantage. Knowledge/Skills/Competency: Knowledge of the Human Resource administration processes. Ability to communicate well with people at different levels and from different backgrounds. Sound organizational skills. Ability to handle information confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette and interpersonal relations skills. Must be self-motivated. Ability to work under pressure and be prepared to rotate and operate as a reliever to other sections within Human Resource Department. Knowledge of Regulations and the Legislative framework related to Personnel Administration and the ability to interpret them. Ability to handle tasks of multidisciplinary nature. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

DUTIES

: Full administration duties, functions and practices in the following areas within Human Resource: Service benefits (Promotions, Transfers, Service termination, leave management, personnel management). handle telephonic as well as other HR enquiries from internal and external clients. Compile mandates to be sent to Gauteng Department of Finance and make sure that are captured timeously and correctly. Attend to HR related enquiries and audit queries. Record, organize, control, store, and retrieve information. Ensure safekeeping of documents and filling of all related documents. Attend meetings and trainings as approved by supervisor. Maintain of user-friendly office. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES

: Mr M. Masetlha Tel No: (011) 933 9404

APPLICATIONS

: can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) – Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying

the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

- CLOSING DATE** : 20 June 2023
- POST 19/119** : **ADMINISTRATIVE CLERK REF NO: REFS/016192**
Directorate: Pharmacy
This is a re-advertisement post, applicants who previously applied they are encouraged to re-apply.
- SALARY** : R202 233 per annum, (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 12 or equivalent qualification. Minimum of eighteen months administrative working experience. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Calculation skills.
- DUTIES** : Capture data and audit of goods received. Collate supplier and internal documents for authorization and supply to CPD. Collate and file corresponding documents as per department standard operating procedure (SOP). Manage associated administrative tasks. Involvement in capturing of cyclical and full stock take processes. Perform any other duties assigned by Pharmacy Manager / Drug Controller. Assist in completion of RSo1 and submissions to relevant authorities for approval. Assist with monitoring of orders and outstanding others. Actively participate as a member of a team to achieve goals. Communicate effectively to assist other team players. Active involvement in own professional development to maintain a satisfactory level of skills.
- ENQUIRIES** : Ms. T Phalane Tel No: (012) 318 7066
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** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. 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** : 19 June 2023

- POST 19/120** : **FINANCE CLERK REF NO: ODI/19/05/2023/03 (X2 POSTS)**
- SALARY** : R202 233 per annum
- CENTRE** : Odi District Hospital
- REQUIREMENTS** : Candidate must be in possession of Grade 12 certificate with a 2 years' experience in Finance. National Diploma / Degree in Accounting / Finance Management / Cost Management / Internal Auditing or equivalent with 1 year experience in hospital Finance environment. Understanding of Public Service Legislative Framework including Public Finance Management Act, Treasury Regulations and DORA. Knowledge of transversal systems SRM, Basic Accounting System (BAS) SAP, PAAB/MEDICOM/SAPHIS will be an added advantage. Good communication skills (verbal, written and reporting). Must be computer literate and be able to work under pressure.
- DUTIES** : Compile and capture journals, compile Budget and expenditure in year monitoring report (IYM), allocation of budget on RLSO1 through SCOA, reconciliation of BAS/SAP, MEDSAS/BAS and PERSAL/BAS, processing of Sunday payments through invoicing cycle, verification of overtime claim forms, daily checking of payments through BAS, updating of commitment register, reconciliation of suppliers statements and reporting on accruals, Billing and submission of accounts to debtors, tracing of outstanding debts, capturing of EFT payments on PAAB/SAP HIS system and updating of patients information. Perform sub-cashier's functions within the hospital. Capture manual receipts when the system is offline. Submission of monthly reports to head office and perform any other delegated duties by supervisor.
- ENQUIRIES** : Ms Lamola J Tel No: (012) 725 2433/2466
- APPLICATIONS** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital Private Bag X509, Mabopane, 0190.
- NOTE** : Applicants must submit on a new Z83 application form obtained from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. NB: Must be willing to work shifts (weekends, public holidays, nights) and rotate within all sections in finance department.
- CLOSING DATE** : 23 June 2023
- POST 19/121** : **CLEANER SUPERVISOR REF NO: REFS/015193**
Directorate: Logistics
- SALARY** : R171 537 per annum (Level 04), (plus benefits)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Minimum requirement Grade 12 with 3-5 years proven cleaning work experience in a hospital environment. A valid driver's license. Proven Computer literacy in Ms Office (Word, Excel, PowerPoint). Valid Knowledge of Occupational Health and safety Act, Infection prevention and control. Ability to supervise junior colleagues, knowledge of disciplinary procedures. Knowledge of work scheduling, knowledge of clinical and non-clinical areas in the hospital. Willing to work on weekend and public holidays.
- DUTIES** : Manage and supervise cleaning staff and ensure day to day is done as per daily work schedule. Administer attendance registers and work plans. Report any maintenance problems daily and follow up thereof. Coordinate with seniors timeously with regard to problems that may arise. Plan leave for the cleaning personnel. Ensure compliance to the labour relations act, basic conditions of employment and other acts relevant. Execute daily inspections with regard to cleanliness in the hospital. Evaluate the work given to the staff daily using monitoring tools. Place orders for cleaning materials and control the inventory of cleaning materials and equipment. Draft, implement and adhere to cleaning materials and control the inventory of cleaning materials and equipment. Draft, implement and adhere to a cleaning plan. Perform any other work delegated by a supervisor.
- ENQUIRIES** : Ms T.A Mathonsi Tel No: (012) 318- 6634
- 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** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. 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** : 19 June 2023
- POST 19/122** : **FOOD SERVICE SUPERVISOR REF NO: TRH 10/2023**
Directorate: Food Services
- SALARY CENTRE REQUIREMENTS** : R171 537 per annum (Level 04)
: Tshwane Rehabilitation Hospital
: Minimum requirement of Grade 12 certificate with 3 years' experience or Grade 10 with more than 5 years' experience in Public Service Food service unit. Good verbal communication, writing skills and interpersonal skills. Have basic numeric and literacy skills. Basic relevant meal preparation skills and knowledge of different cooking methods. Appropriate knowledge of production for normal and therapeutic diets in a Food Service Unit. Knowledge of hygiene and safety principles. Ability to work effectively in a team, under pressure and leadership character. Effective team working skills. Problem identification skills. Be able to work shifts, weekend and public holidays.
- DUTIES** : Supervising of food service personnel, be able to read menus, recipes and supervising production, portioning distribution of meals. Responsible for internal ordering, storage and control of stock. Assist with preparation of meals for functions and meetings. Reporting faulty equipment's. Assist with client survey and plate wastage. Ensure cleanliness, safety and hygiene in Food Service Unit. Perform all duties delegated by the supervisor.
- ENQUIRIES APPLICATIONS** : Ms TR Mudau Tel No: (012) 354 - 6146
: must be hand deliver to Tshwane Rehabilitation Hospital, Cnr Dr Savage and Soutpansberg Road, Pretoria, 0001. No faxed or emailed applications will be considered,
- NOTE** : Fully completed new Z83 and detailed Curriculum Vitae only. Certified documents will only be requested to shortlisted candidates 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- Provide at least 3 off which one must be immediate supervisor, qualifications verification, criminal checks and credit/financial stability checks). Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 30 June 2023

- POST 19/123** : **AUXILIARY WORKER REF NO: CHBAH 651 (X1 POST)**
Directorate: Mortuary
- SALARY** : R147 036 per annum, plus benefits
CENTRE : Chris Hani Baragwanth Academic Hospital
REQUIREMENTS : Adult Education and Training (AET/ ABET) Level 3 or equivalent (Grade 5-7). Exposure in working in Human Resources will be an added advantage. Knowledge/skills/competency: Knowledge and application of Batho Pele Principles and Six Priorities. Must be able to lift and move heavy objects. Ability to liaise with internal and external stakeholders. Ability to communicate well with people at different levels, high-level reliability. Good customer skills and competence. Sound report writing skills. Ability to handle conflict. Ability to work independently and in a team. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated. Ability to work under pressure and be prepared to rotate within Patient Affairs Department. Knowledge of regulations and the legislative framework related to Patient Affairs and the ability to interpret them. Code 8/ 10 driver's license and experience in mortuary will be an added advantage. Must be prepared to work shifts, which include, weekends and public holidays and extended hours are compulsory, Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement.
- DUTIES** : Provide assistance to the supervisor in relation to the general mortuary functions. Ensure cleanliness and maintenance of equipments and environment in areas of responsibility and prepare for re-use to comply with the Occupational Health and Safety Act Transporting of corpses from wards to Mortuary. Daily checking and monitoring of fridges gauges and reporting all faulty Fridges in the mortuary. Maintain high confidentiality. Attend to queries in a professional manner. Clean Stretchers and prepare them for re-use. Assisting families on a daily basis. Clean the deceased storage area with chemicals as prescribed by Occupational Health and safety standards issue corpses and check if correctly labelled before removal from the Mortuary. Record all corpses received and issued out of the mortuary in the mortuary register. Assisting with the rendering of an effective. Efficient and caring services within the mortuary services. Completion of pass-out forms during the collection of the corpses by the undertakers. Perform any other mortuary tasks as delegated by the supervisor. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor Management of personnel performance and review thereof. (Contracting, Quarterly review, and final assessment).
- ENQUIRIES** : Ms. S. Mudzili Tel No: (011) 933 0302
APPLICATIONS : can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health (Chris Hani Baragwanath Academic Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) –

Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

- CLOSING DATE** : 20 June 2023
- POST 19/124** : **PERIODIC SOCIAL WORKER REF NO: REFS/017354 (X1 POST)**
Directorate: Social Services
- SALARY** : R194.00 per hour
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : Bachelor's degree in Social Work. Registration with SACSSP. Current registration. Applicant must be in possession of South African valid driver's license. Knowledge and understanding of Mental Health, Social Work legislation and ethical prescripts, Knowledge of social systems, theories, skills and values to ensure that one is able to intervene efficiently and effectively where people interact with their environments in order to promote social and mental well-being. Ability to work independently and in a multidisciplinary context. Analytical thinking, independent decision making and problem solving skills.
- DUTIES** : To render social work services to patients, families and the community at large. Conduct home visits as part of social circumstances assessments and tracing families. Facilitation of alternative placements of mental health care users. Facilitation of child protection and children in need of care and protection cases. Assist with tracing families of destitute and unknown patients. Working with terminally ill patients. Attend multidisciplinary team meetings and ward rounds to give advice in matters relating to Social Issues. Compile daily, weekly and monthly statistics. Write reports of social work interventions undertaken with patients and/or their families.
- ENQUIRIES** : Ms Kate Monageng Tel No: (012) 529 3257
APPLICATIONS : can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208 Nurses Home Block 13 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Due to technical problems with GPG vacancy website that the institution is consistently faced with, applicants are encouraged to apply using any of the above methods.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, 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. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be

subjected to Personnel Suitability Check (PSC) - Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE : 19 June 2023

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

APPLICATIONS : Please apply online at <http://professionaljobcentre.gpg.gov.za>
CLOSING DATE : 23 June 2023
NOTE : Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. It is our intention to promote representivity (race, gender, and disability) in the Public Service through the filling of these posts. Whites, Indian females, Coloureds and Persons with disabilities are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job). Certified copies will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POST

POST 19/125 : **ASSISTANT DIRECTOR: RESEARCH REF NO: REFS/017357**

SALARY : R424 104 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a three-year degree/ Diploma (NQF level 6) in a Quantitative Numerical discipline- Statistics/Economics/human settlements or related fields. A Postgraduate Degree will be an added advantage. 3-5 years' working experience in research development environment. Possession of a valid driver's license. Good command and experience in quantitative and qualitative research. Statistical analysis skills. Working knowledge or conceptual understanding in critical analysis of human settlements legislations, acts and policies. An understanding of the operations of the housing sector and its challenges in general. Computer literacy, good written and verbal communication skills. Co-ordination, report writing and interpersonal skills. Ability to identify research gaps in the sector, including the ability to conceptualize new research themes and policy initiatives to assist in the Policy and Research work for the Department.

DUTIES : Conceptualising research themes, undertaking research investigations and analysis, presenting work. Collecting and processing reliable data. Critically analysing and interpreting data to draw clear practical conclusions for human settlements. Disseminating research findings and information to various stakeholders in the province and sector. Leading in material layout, editing and publication of completed research work. Providing background research and information for defining the research agenda. Ensuring progressive management of the research function within the Directorate. Attending inter-sectoral summits, conferences and forums. Providing inputs as requested on housing related issues. Planning, organising and hosting the Gauteng, Policy, Research and Strategy forum. Compiling research reports in line with acceptable research methodologies and quality standards. Reporting back on tasks, allocating resources and identifying required budget for research projects outlined in the annual operational plan. Developing and executing project plans. Providing key administrative and logistical support for critical projects. Identifying possible research funding sources. Identifying possible

ENQUIRIES

partnerships for effective human settlements development and implementation. Supervise junior staff and administration functions of the unit.
Ms A Mogaswa at 072 313 8052