

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 36/36** : **MEDICAL SPECIALIST REF NO: REFS/021613**
Directorate: Surgery (Vascular Unit)
(Re-advertisement)
- SALARY** : R1 271 901 per annum, (all-inclusive package). Please note that the salary will be adjusted according to years of experience as per OSD policy.
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as a Medical Specialist in Surgery. HPCSA registration as Medical Specialist in Surgery. No experience required after registration with the HPCSA as a Medical Specialist in Surgery.
- DUTIES** : Clinical history taking, examination, and assessment of patients. Requesting and analysing special investigations. Prescribing of medications and other therapies. Performance of diagnostics and therapeutic surgical procedures in the field of Surgery. Communicate effectively with colleagues and attend Theatre meetings. Keeping of clinical records. Perform any other duties relevant to the clinical management of patients. Training And Teaching: Advice and supervise Registrars and Fellows. Formal teaching to postgraduate and undergraduate and postgraduate staff. Review of current literature and research. Attend appropriate CME updates. Develop diagnostic and surgical skills amongst junior staff. Research: Participate in research within the department, to improve knowledge and clinical outcomes.
- ENQUIRIES** : Prof T.E. Luvhengo Tel No: (011) 488 3373
Ms L. Maseko Tel No: (011) 488 3711
- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following E-Recruitment portal: <http://professionaljobcentre.gpg.gov.za>. Please use the reference as the subject or alternatively submit at Charlotte Maxeke Johannesburg Academic Hospital, No 17 Jubilee Road, Parktown, 2193, Admin Building, Room 10/02.
- 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. 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** : 18 October 2024
- POST 36/37** : **MEDICAL SPECIALIST: EMERGENCY MEDICINE GRADE 1-3 REF NO: REFS/021736**
Directorate: Emergency Medicine
- SALARY** : Grade 1: R1 271 901 per annum, (all inclusive)
Grade 2: R1 451 214 per annum, (all inclusive)
Grade 3: R1 680 780 per annum, (all inclusive)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : MBChB, MMed (Emergency Medicine) and FCEM qualifications. A valid registration with the HPCSA as a Medical Specialist: Emergency Medicine. Current registration with HPCSA. One or more publication in accredited journals. Medical Specialist **Grade 1**: No experience required. **Grade 2**: five (5) years appropriate experience and **Grade 3**: Ten (10) years appropriate

experience. The candidate must show interest in research. Publications in peer reviewed journals.

DUTIES

: Provide medical direction, help and advice to emergency department doctors, Nursing staff and other disciplines. Acts as a triage coordinator in multi-person/ disaster cases. Training of students, doctors and registrars in Emergency Medicine. Presentation at academic days and departmental morning meetings. Clinical audits in the Emergency department. Supervise registrar research. Attending of departmental meetings. The successful candidate will be responsible for PMDS of Registrars and Medical Officers in Emergency Medicine. Ensure after hours consultant coverage in the department.

ENQUIRIES

: Prof V Lalloo Tel No: (012) 373 1018

APPLICATIONS

: Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 001 or www.gauteng_professional_jobcentre.gov.za

NOTE

: Late applications or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Note: Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za or www.gov.za. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "If your profession or occupation requires official registration, provide date and particulars of registration"; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae also showing all information as required by the advert. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may submitted to HR on / or before the date of the interview. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. The recommended candidates for appointments will be subjected to Personnel Suitability Checks. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. Medical surveillance will be conducted on the recommended applicants, at no cost. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE

: 18 October 2024

POST 36/38

: **MEDICAL SPECIALIST REF NO: REFS/021742**
Directorate: Oncology

SALARY

: Grade 1: R1 271 901 per annum, (all inclusive)
Grade 2: R1 451 214 per annum, (all inclusive)
Grade 3: R1 680 780 per annum, (all inclusive)

CENTRE

: Kalafong Provincial Tertiary Hospital

REQUIREMENTS

: Appropriate qualification that allows registration with the HPCSA as an independent Medical Specialist in Medicine with or without a certificate in Oncology or Clinical Oncologist **Grade 1:** No experience required after registration with the HPCSA as Medical Specialist in a normal Speciality. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal Speciality. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal Speciality. Current registration with HPCSA (2023). The Medical Specialist without a certificate in oncology, the candidate will have to do a fellowship part-time in conjunction with the Oncology department at Steve Biko Academic Hospital. The candidate must be able to work independently and under pressure, and provide after hours, on-call cover.

DUTIES

: The successful candidate will be expected to work in Oncology under the Department of Internal Medicine at Kalafong Provincial Tertiary Hospital. The candidate will be responsible for coordinating medical oncology services at Kalafong Provincial Tertiary Hospital and clinical care to all in-patient and outpatients who require chemotherapy. The service will include follow-up and treatment of outpatients with malignancies at the Oncology clinics. This service receives referrals for chemotherapy from all the specialist disciplines in Kalafong Provincial Tertiary Hospital. This post will require supervision of medical officers working in Oncology. The main responsibility will be to supervise, assess, evaluate and follow-up patients with malignancies who require cancer chemotherapy. The successful candidate will also have to liaise with the Oncology department at Steve Biko Academic Hospital (SBAH).

ENQUIRIES

: Prof D Van Zyl Tel No: (012) 3731075

APPLICATIONS

: Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0010r www.gauteng.professional.jobcentre.gov.za

NOTE

: Late applications or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Note: Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za or www.gov.za. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "If your profession or occupation requires official registration, provide date and particulars of registration"; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae also showing all information as required by the advert. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may submitted to HR on / or before the date of the interview. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. The recommended candidates for appointments will be subjected to Personnel Suitability Checks. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. Medical surveillance will be conducted on the recommended applicants, at no cost. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical

exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE

: 18 October 2024

POST 36/39

: **MANAGER NURSING (LEVEL 3 HOSPITAL) REF NO: REFS/021738**
Directorate: Operating Theatre Complex

SALARY

: R1 094 880 per annum, (all inclusive)

CENTRE

: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS

: Basic qualification (diploma/ degree in nursing) and midwifery that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognisable experience in nursing after registration as a professional nurse with SANC in general nursing. At least 5 years of the period referred to above must be appropriate /recognisable experience at management level. Post basic degree/diploma in Nursing Administration or Health Service Management; and 1 year post basic course in Operating Theatre is compulsory. Computer literacy will be an added advantage. Strong leadership, good communication and sound interpersonal skills are necessary. Excellent verbal and written communication skills. Ability to work under pressure.

DUTIES

: Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and, management support for the provision of quality patient care as part of preparation towards NHI. Promote nursing ethos and professionalism. Develop and monitor the implementation of policies, procedures, norms and standards pertaining to nursing care. Establish and participate in an inter-professional and multidisciplinary teamwork towards the promotion of efficient and effective service delivery. Establish and implement norms and standards for quality nursing practice and monitor compliance. Improve the skills and competencies of the staff. Problem solving and decision making. Effective management, utilization and supervision of human, material and financial resources. Manage staff performance and development. Utilize information technology to enhance patient outcomes and other management information systems to manage nursing informatics, and for the enhancement of service delivery. Manage nursing and hospital projects.

ENQUIRIES

: Ms A Tshitereke Tel No: (011) 488 3787

Ms M Maseko Tel No: (011) 488 3711

APPLICATIONS

: Applications to be submitted online at <http://professionaljobcentre.gpg.gov.za> (On a PDF Format only). Please use the reference as the subject. Alternatively hand- deliver at: Charlotte Maxeke Johannesburg Academic Hospital, No 17 Jubilee Road, Parktown, 2193. Admin Building, Room 08.

NOTE

: Attached 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 and Coloured Females, Indian Males and Indian Females, White Males and White Females are encouraged to apply.

CLOSING DATE

: 18 October 2024

POST 36/40

: **MANAGER NURSING (LEVEL 3 HOSPITAL) REF NO: REFS/021740**
Directorate: Nursing Services & Clinical Education and Training Unit

SALARY

: R1 094 880 per annum, (all inclusive)

CENTRE

: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS

: Basic qualification (diploma/ degree in nursing) and midwifery that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with SANC as a

Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in general nursing. At least 5 years of the period referred to above must be appropriate /recognizable experience at management level. Post basic degree/diploma in Nursing Administration or Health Service Management; and Nursing Education is compulsory. Computer literacy will be an added advantage. Strong leadership, good communication and sound interpersonal skills are necessary. Excellent verbal and written communication skills. Ability to work under pressure.

DUTIES : Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and, management support for the provision of quality patient care as part of preparation towards NHI. Promote nursing ethos and professionalism. Develop and monitor the implementation of policies, procedures, norms and standards pertaining to nursing care. Establish and participate in an inter-professional and multidisciplinary teamwork towards the promotion of efficient and effective service delivery. Establish and implement norms and standards for quality nursing practice and monitor compliance. Improve the skills and competencies of the staff. Problem solving and decision making. Effective management, utilization and supervision of human, material and financial resources. Oversee facilitation of teaching prospective nursing professionals' clinical skills, patient care methods, and best collaboration practices. Manage staff performance and development. Utilize information technology to enhance patient outcomes and other management information systems to manage nursing informatics, and for the enhancement of service delivery. Manage nursing and hospital projects.

ENQUIRIES : Ms A. Tshitereke Tel No: (011) 488 3787
Ms M. Maseko Tel No: (011) 488 3711

APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following e-recruitment portal: <http://professionaljobcentre.gpg.gov.za> or hand-delivered to Charlotte Maxeke Johannesburg Academic Hospital, No 17 Jubilee Road, Parktown ,2198, Admin Building, Room 08. 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. 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, White Males and White Females, African Males and African Females are encouraged to apply.

CLOSING DATE : 18 October 2024

POST 36/41 : **REGISTRAR (MEDICAL) REF NO: REFS/021736**
Directorate: Ophthalmology

SALARY : R949 146 per annum, (all inclusive)
CENTRE : Kalafong Provincial Tertiary Hospital

REQUIREMENTS : MBChB qualification. Registration as an Independent medical practitioner with the HPCSA. Recommendations: Successful completion of the Colleges of Medicine Part 1 examination of the FC Ophth (SA) and MMED Part 1. The candidate should have at least six (6) months experience in surgical experience as a Medical Officer in Ophthalmology Department.

DUTIES : Successful candidates will be responsible for the rendering of clinical services, which includes after-hours work (weekdays and weekends). Outreach including rotation at satellite and partner hospitals associated with the University of Pretoria. Research project for MMed. Participate in departmental activities in relation to teaching and research. Cost effective usage of resources, including laboratory, Radiology and Pharmacy. Proper communication with other staff members (all disciplines), paramedical disciplines, patients or their relatives regarding the condition as well as a treatment plan. The candidate will have to complete a research project as required by the

HPCSA for registration. The candidate will have to maintain a logbook and a portfolio of learning as required by the Colleges of Medicine of South Africa.

**ENQUIRIES
APPLICATIONS**

: Dr. A Sewanywa Tel No: (012) 318 6995
: Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 001 www.gauteng.professional.jobcentre.gov.za)

NOTE

: Late applications or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Note: Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za or www.gov.za. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "If your profession or occupation requires official registration, provide date and particulars of registration"; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae also showing all information as required by the advert. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may be submitted to HR on / or before the date of the interview. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. The recommended candidates for appointments will be subjected to Personnel Suitability Checks. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. Medical surveillance will be conducted on the recommended applicants, at no cost. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE

: 18 October 2024

POST 36/42

: **MEDICAL REGISTRAR (X2 POSTS)**
: Directorate: Internal Medicine

**SALARY
CENTRE
REQUIREMENTS**

: Grade 1: R949 146 per annum, (all inclusive)
: Kalafong Provincial Tertiary Hospital
: MBChB degree Registered as an Independent Medical Practitioner with HPCSA. Applicants must have an interest in Internal Medicine. The post is a combined training position between Kalafong Provincial tertiary Hospital and the University of Pretoria. The successful candidate will be expected to work in Internal Medicine for four (4) years and will have to perform after hour calls. Preference will be given to South African citizens and candidates who already completed part one (1) of the FCP examination. All registrars will be expected to register as MMed student at the University of Pretoria and will have to complete a research project in a field of his / her choices in internal medicine.

DUTIES

: The successful candidate will be expected to do daily ward rounds, seeing all patients allocated to him or her and making daily clinical notes in patient records. Actively seeing patients on calls.

Effectively supervising juniors. Proper communication with other staff members, nursing staff, paramedical disciplines, patients and or their relatives. Cost effective usage of resources, including laboratory, radiology, and pharmacy will be expected. Working effectively in the specialist clinics and or outpatient clinic. Doing procedures as required for proper work-up of patients, e.g. Bone marrow aspirations, LP etc. Manage patients according to accepted guidelines. Attending academic activities on a regular basis and presenting at meetings. Contribute to undergraduate training and help with student examinations Contribute towards and participating in departmental research projects. Ensure that all patient related administrative tasks are properly done.

- ENQUIRIES** : Prof DG Van Zyl Tel No: (012) 373 1075
- APPLICATIONS** : Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 001 or www.gauteng.professional.jobcentre.gov.za
- NOTE** : Late applications or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Note: Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za or www.gov.za. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "If your profession or occupation requires official registration, provide date and particulars of registration"; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae also showing all information as required by the advert. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may submitted to HR on / or before the date of the interview. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. The recommended candidates for appointments will be subjected to Personnel Suitability Checks. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. Medical surveillance will be conducted on the recommended applicants, at no cost. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.
- CLOSING DATE** : 18 October 2024
- POST 36/43** : **OCCUPATIONAL MEDICAL OFFICER GRADE 1-3 REF NO: CCRC/OMP/2024**
Directorate: Clinical Services
- SALARY** : Grade 1: R457 per hour for less than five years' experience
Grade 2: R521 per hour for more than 5 years' experience
Grade 3: R603 per hour for more than 10 years' experience
- CENTRE** : Cullinan Care & Rehabilitation Centre

- REQUIREMENTS** : An appropriate qualification (MBBCh / MBChB) that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Postgraduate Diploma in Occupational Medicine as recognized by the HPCSA plus at least three (3) years of experience in occupational health service; (applicants are submitting Z83 and CV Only and all other documents are submitted by shortlisted candidates) **Grade 1:** No experience required after registration as Medical Practitioner; **Grade 2:** A minimum of 5 years appropriate experience after registration as a Medical Practitioner; **Grade 3:** A minimum of 10 years appropriate experience after registration as a Medical Practitioner. A valid driver's license. Medical Officers should understand the PILIR management. Knowledge of current health and public service legislation and policies.
- DUTIES** : Provide professional occupational health and primary healthcare service. Provide comprehensive best practice medicine, environmental, health, occupational hygiene, employee wellness, and occupational safety programmes to the workforce. Manage trauma and injury on duty. Conduct medical assessment for fit for duty and conduct the comprehensive Medical Surveillance Programs; Advise Senior Management on occupational health-focused medical programmes and interventions. Providing information, training, and education on occupational health, safety, psychological matters, and ergonomics to management and the employees; Supporting and monitoring the implementation of occupational health and safety legislation; Implementing a biological monitoring programme according to employees' risk and advice on hazardous exposure in the workplace; Participation in the workplace health promotion programmes; Be part of multidisciplinary team and advice on Health Risk Assessments make recommendation and referrals to other Clinical practitioners. Assist with the management of absenteeism due to illness or injury. Submit monthly reports to management.
- ENQUIRIES** : HR Enquiries:Ms.MB Mentoor Tel No: (012) 734 7000
Technical Enquiries: Dr.Seopela VO Tel No: (012) 734 7000, ext. 246
- APPLICATIONS** : The applications must be hand delivered to: Cullinan Care and Rehabilitation Centre, Zonderwater road Cullinan, or posted to Private Bag X1005, Cullinan, 1000 or emailed to the following address:Cullinancare.HRrecruitment@gauteng.gov.za
- NOTE** : If you are not contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personal Suitability Checks (PSC) –Verification (Reference checks-provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verifications, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. Notes: Applications must be submitted on a new approved Z83 form with comprehensive CV, applicants are submitting only Z83 and CV on application, all other documents will be submitted by shortlisted candidates only) Failure to submit all the requested documents will result in the application not being considered. Note: People with disability are encouraged to apply.
- CLOSING DATE** : 22 October 2024