ANNEXURE N

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH

OTHER POSTS

POST 27/63

HEAD CLINICAL DEPARTMENT (DENTAL) GRADE 1 (OMP) REF NO: HCD-OMP01/07 (X1 POST)
Directorate: Oral Medicine and Periodontology (OMP)

SALARY
R2 161 416 per annum, (inclusive package) excluding Commuted Overtime

CENTRE
Wits Oral Health Centre

REQUIREMENTS
Appropriate qualification that allows registration with the HPCSA as a Dental Specialist in a normal specialty or a recognized Sub-Specialty and current proof of registration. A minimum of 3 years’ appropriate experience as a Dental Specialist after registration with the HPCSA as a Dental Specialist in a normal specialty or in a recognized Sub-Specialty. Supervision to completion of Registrars and MSc in Dentistry. Minimum of 3 years’ experience in management and supervision of junior staff members. Experience in teaching of under and postgraduate and proven research record.

DUTIES
The incumbent will be responsible, inter alia, for the general management and administration of the Oral Medicine and Periodontology Department. The monitoring of service rendered to hospital patients in this discipline, undergraduate and postgraduate teaching and training, development and supervision of research projects, academic outreach.

ENQUIRIES
HR Manager- Mr. P.F Monama Pulankana.Monama@gauteng.gov.za

APPLICATIONS
applications must be send via email to pulankana.monama@gauteng.gov.za or via post to Wits Oral Health Centre, Private Bag X 15, Braamfontein, 2017. No faxed or hand delivery applications will be accepted.

NOTE
Prospective Applicants must please use the New Z83 which is effective as at 01 January 2021. Applicants to attach copies of all the necessary documents (qualifications) to the application including a valid identity document, CV with minimum of at least three (3) referees, relevant certificates and current proof of HPCSA. Such copies need not be certified when applying for the post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications without proof of the necessary documents will be disqualified.

CLOSING DATE
23 August 2021

POST 27/64

HEAD CLINICAL UNIT (DENTAL) GRADE 1/2/3 (OMP) REF NO: HCU-OMP02/07 (X2 POSTS)
Directorate: Oral Medicine and Periodontology (OMP)

SALARY
R1 728 807 per annum, (inclusive package) excluding Commuted Overtime

CENTRE
Wits Oral Health Centre

REQUIREMENTS
Registration with the HPCSA as Dental Specialist in Prosthodontics speciality. A minimum of 3 years’ appropriate experience as a Dental Specialist after registration with the HPCSA as a Dental Specialist in a normal specialty or in a recognised specialty. Proven record of teaching at under and postgraduate levels. A track record of supervision or co-supervision of postgraduate research projects.

DUTIES
To manage and direct the activities of the department including education and training of under and post graduates, service rendering for referred cases. To conduct and publish research and to supervise others in research. Report to the HOD of Oral Medicine and Periodontology (OMP).

ENQUIRIES
HR Manager- Mr. P.F Monama Pulankana.Monama@gauteng.gov.za

APPLICATIONS
applications must be send via email to pulankana.monama@gauteng.gov.za or via post to Wits Oral Health Centre, Private Bag X 15, Braamfontein, 2017. No faxed or hand delivery applications will be accepted.

NOTE
Prospective applicants must please use the New Z83 which is effective as at 01 January 2021. Applicants to attach copies of all the necessary documents (qualifications) to the application including a valid identity document, CV with minimum of at least three (3) referees, relevant certificates and current proof of HPCSA. Such copies need not be certified when applying for the post. The
communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications without proof of the necessary documents will be disqualified.

**CLOSING DATE** : 23 August 2021

**POST 27/65** : HEAD OF CLINICAL UNIT: OBSTETRICS AND GYNAECOLOGY REF NO: TEMBI/2021/HCU/05

Directorate: Mother and Child

**SALARY** : R1 728 807 - R1 834 890 per annum, (all-inclusive package)

**CENTRE** : Tembisa Provincial Tertiary Hospital

**REQUIREMENTS** : Degree of Bachelor of Medicine and Bachelor of Surgery. Registration with the HPCSA (Health Professionals Council of South Africa) as a Medical Specialist in Obstetrics and Gynaecology. A subspecialist qualification and evidence of academic experience with scientific journal publications and/or scientific conference papers delivered will be an added advantage. Current annual registration with the HPCSA. At least 5 years’ experience as a medical specialist after initial registration as a Medical Specialist in Obstetrics & Gynaecology. Extensive and appropriate experience in all aspects of clinical care. Teaching and Research. Certificates. Knowledge, skills and competencies: proven management ability, sound communication skills, leadership skills, decision making and interpersonal skills. Financial and Human Resource Management. Conflict resolution and problem-solving skills.

**DUTIES** : Overall supervision and management of the Obstetrics and gynecology discipline in the Hospital. Clinical Management of both in-patients (including Intensive Care and High Care) and out-patients. Ensuring that there are protocols for the management of common medical conditions and that there is compliance to the protocols and guidelines. Improving quality of service, safeguarding high standards of care and creating an environment in which excellence of care will flourish. Serve as the key liaison officer for the streaming of referrals within the cluster and pioneer a sub-cluster approach to ensure management of patients at the appropriate level of care and improve perinatal care. Foster a unit-based management approach to ensure that oversight of all staff members (doctors, nursing and supporting staff) is centralized. Be a key role player in the extension of academic platform at Tembisa Provincial Tertiary Hospital. Contribute to the functional transition of the unit from largely providing Primary and Secondary services to an increased proportion of tertiary services. Participate in clinical research and academic programme in the department Conduct or plan for operational (informal) research which will inform the planning of services to be responsive to the health needs of the community. Assist in the identification of areas for formal research to ensure that all research conducted by external stakeholders will be beneficial to the institution and the community at large. Report to office of the clinical manager and Head of Department (O&G). Perform any other duties delegated by the supervisor.

**ENQUIRIES** : Dr M.C Chisale Mabotja Tel No: (011) 923 2053/ 060 967 0111

**APPLICATIONS** : Applications to be addressed to: Tembisa Provincial Tertiary Hospital through email only at: TembisaHR2@gauteng.gov.za

**NOTE** : 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. Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your identity document and academic qualifications. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. The successful candidate will be required to enter into a permanent employment contract and sign a performance agreement with the manager of the post.

**CLOSING DATE** : 25 August 2021

**POST 27/66** : MEDICAL SPECIALIST GRADE 3 REF NO: CHBAH 445 – (OBSTETS AND GYNAE) (X2 POSTS)

**SALARY** : Grade 1: R1 467 651 per annum, (all-inclusive package)

**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
### REQUIREMENTS
Appropriate qualifications that allow registration with HPCSA as Medical Specialist in normal Specialty Registration. HPCSA registration as Medical Specialist in a normal Specialty. A Minimum of 10 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal specialty or a recognized foreign Health Professional Council in respect of foreign qualified. Proof of current registration with HPCSA (2021/2022).

### DUTIES
The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patients. Improve quality of care by providing appropriate clinical care. Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.

### ENQUIRIES
Dr S Mankupane Tel No: (011) 933 9154/8154

### APPLICATIONS
Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building. Applications should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

### NOTE
No faxed or emailed applications will be considered. Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to 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); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. 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). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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. People with disabilities are encouraged to apply.

### CLOSING DATE
27 August 2021

### POST 27/67
MEDICAL SPECIALIST GRADE1 (ACCIDENT AND EMERGENCY) REF NO: TEMBI/2021/SPEC/06
Directorate: Emergency Department

### SALARY
R1 106 040 - R1 173 900 per annum, (all-inclusive package)

### CENTRE
Tembisa Provincial Tertiary Hospital
REQUIREMENTS: Basic Medical Degree (MBBCh or Equivalent). Evidence of Postgraduate qualification in Emergency medicine (FCEM SA) and evidence of submission of MMed or other University accredited masters research (Emergency Medicine) is required. Proof of current registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Emergency Medicine (Independent Practice) or eligible for registration as such by January 2021. Level 1 point of care Ultrasound Accredited. Skills: Patient first mentality. Sound knowledge of government regulations and policies. Administrative and management knowledge. Project management skills. Team building and people skills and including good interpersonal relations. Communication skills (Verbal and written) complimented by computer literacy (MS Word, MS Excel and PowerPoint). Organizational, problem-solving and interventional skills. The prospective candidate should be highly motivated and enthusiastic in order to contribute positively to the Department of Emergency Medicine. Candidate should have the ability to work under pressure.

DUTIES: Clinical: Co-ordinate and supervise clinical care and treatment of patients in the Emergency Department. Assist in the supervision of Emergency Medicine Registrars, medical officers and Interns including but not limited to the relevant administration e.g. Tutorials ward Rounds, M+M as required. Assist with Clinical Governance, Quality Assurance and protocol development for the Emergency Department. Commuted overtime is mandatory. Academic: Participation in the academic duties of the University Of Pretoria Department Of Emergency Medicine. Performance of research within the Steve Biko Dept of Emergency Medicine. Supervision of research within the department and MMed students. Teaching: Training and supervision of Registrars, Medical Officers, Medical Interns and Medical students and paramedical student including tutorials, teaching ward rounds and skills development. Management: Assist with relevant managerial and administrative responsibilities within the Department of Emergency Medicine of Helen Joseph Hospital. Participation in management committees of Helen Joseph Hospital.

ENQUIRIES: Dr T. N. Socikwa Tel No: 011 923 2053/2171

APPLICATIONS: Applications to be addressed to: Tembisa Provincial Tertiary Hospital through email only at: TembisaHR2@gauteng.gov.za

NOTE: 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. Applications must be submitted on new format form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your Identity document and academic qualifications. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. The successful candidate will be required to enter into a permanent employment contract and sign a performance agreement with the manager of the post.

CLOSING DATE: 25 August 2021

POST 27/68: MEDICAL SPECIALIST GRADE1 (GENERAL SURGERY) REF NO: TEMBI/2021/SPEC/07

CENTRE: Tembisa Provincial Tertiary Hospital

REQUIREMENTS: MBCHB, MMed Surgery, FCS (SA). Proof of current registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in General Surgery. A valid registration with HPCSA as an independent Medical Practitioner. Skills: Patient first mentality. Sound knowledge of government regulations and policies. Administrative and management knowledge. Project management skills. Team building and people skills and including good interpersonal relations. Communication skills (Verbal and written) complimented by computer literacy (MS Word, MS Excel and PowerPoint). Organizational, problem-solving and interventional skills. The prospective candidate should be highly motivated and enthusiastic in order to contribute positively to the Department of Surgery. Candidate should have the ability to work under pressure.

DUTIES: To work as a General Surgery Specialist in the Department of Surgery. Responsibilities will include clinical/patient care, i.e. Outpatient consultations, operative surgery, ward rounds etc. Teaching of Medical Undergraduates, students and registrars. Involvement in research and research supervision of
registrars. Involvement with the academic activities of the University of Pretoria in Surgery Department.

ENQUIRIES: Dr. B.L. Khulu Tel No: 011 923 2000
APPLICATIONS: Applications to be addressed to: Tembisa Provincial Tertiary Hospital through email only at: TembisaHR2@gauteng.gov.za

NOTE: 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. Applications must be submitted on new format form Z83, obtainable from any Public Service Department or from the website, which must be completed in full and attached your CV, certified copies of your identity document and academic qualifications. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. The successful candidate will be required to enter into a permanent employment contract and sign a performance agreement with the manager of the post.

CLOSING DATE: 25 August 2021

POST 27/69: DENTAL SPECIALIST GRADE 1/2/3 (OMP) REF NO: DSOMP-03/07 (X1 POST)
Directorate: Oral Medicine and Periodontology

SALARY: R1 106 040 – R1 467 651 per annum, (inclusive package), excl commuted overtime
CENTRE: Wits Oral Health Centre
REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as Dental Specialist in Oral Medicine and Periodontology (OMP). Registration with HPCSA as a Dental Specialist within the relevant discipline Orthodontics. Appropriate Clinical experience as Specialist in Oral Medicine and Periodontology after registration with Health Professional Council of South Africa. Experience in teaching and training of undergraduate and postgraduate students after qualifying as a specialist will be an added advantage.

DUTIES: Implementation, monitoring and evaluation of academic dental services on the Oral Health Teaching platform. Supervisory and administrative role with regards to teaching and training of both undergraduate and postgraduate students. Responsible for quality assurance of teaching/training and clinical governance. Carry out own and supervise research. Participate in any other activity as directed by the Head of Department.

ENQUIRIES: HR Manager- Mr. P.F Monama pulankana.monama@gauteng.gov.za
APPLICATIONS: applications must be send via email to pulankana.monama@gauteng.gov.za OR via post to Wits Oral Health Centre, Private Bag X 15, Braamfontein, 2017. No faxed or hand delivery applications will be accepted.

NOTE: Prospective applicants must please use the New Z83 which is effective as at 01 January 2021. Applicants to attach copies of all the necessary documents (qualifications) to the application including a valid identity document, CV with minimum of at least three (3) referees, relevant certificates and current proof of HPCSA. Such copies need not be certified when applying for the post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications without proof of the necessary documents will be disqualified.

CLOSING DATE: 23 August 2021

POST 27/70: MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 444 – (OBSTETS AND GYNAE (X3 POSTS)
Re-advertisement: Applications who previously applied are advised to re-apply

SALARY: Grade 1: R1 106 040 per annum, (all-inclusive package)
CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)
REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration (2021/2022). No experience.

DUTIES: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday)
duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.

ENQUIRIES:
Dr S Mankupane Tel No: (011) 933 9154/8154

APPLICATIONS:
Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building. Applications should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE:
No faxed or emailed applications will be considered. Applications must be submitted on a new Z83 form and must completed in full, 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 that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to 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); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. 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). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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. People with disabilities are encouraged to apply.

CLOSING DATE:
27 August 2021

POST 27/71:
PRINCIPAL: EMS TRAINING COLLEGE REF NO: LEBO-PRINCIPAL/2021

SALARY:
R871 590 per annum, (All inclusive package)

CENTRE:
Lebone College of Emergency Care, Arcadia, Pretoria

REQUIREMENTS:
Grade 12 certificate or equivalent qualification. Candidate must be in position of B-TECH Degree/ Bachelor of Health Sciences in Emergency Medical Care. Candidate must be registered with the HPCSA as Paramedic/ Emergency Care Practitioner for a minimum period of three (3) years. Candidate must have a minimum of five (5) years’ experience as an EMS Course Coordinator. A minimum of 5 years in EMS training. A valid and current registration with the Health Professions Council of South Africa is mandatory. Computer literacy in MS Word, Excel and Power Point is essential. Good interpersonal and management skills. Sound knowledge of financial Management Policies and Labour Relation Prescripts is essential. A Valid Code C1 driver’s license with PDP is essential. Knowledge the incumbent of this post will be responsible to manage the EMS College to satisfy the demand for competent and compassionate EMS practitioners for the delivery of emergency services. The
ideal candidate must: Possess in-depth knowledge and understanding of the emergency medical education environment and the NECET policy. Have expert knowledge of the legislative and policy framework informing the learning and teaching. Understand different types of learning and teaching method including online platform. Be able to perform moderation process.

**DUTIES**

Manage the development and application of Emergency Medical Care education programmes. Responsible for maintaining accreditation status with HPCSA and partners for all Courses offered by the College. Management and quality assurance of HEI Programmes, Rescue, AHA Courses and District Training centers. Revise and update all protocol and standard Operating Procedures of the College. Ensuring that all facets of training with the College complies with the relevant legislation, including but not limited to the Higher Education Qualification Sub-framework, the skills Development Act, the Public Finance Management Act, Supply Chain Management Act, Labour Relation Act. Liaise and communicate with various stakeholders of the College including HPCSA, the private sector and other Government institutions. Responsible for the development and implementation of the College Business Plan and Standardized Operational Plan/ college strategic work frame. Efficient management of all College resources including human resource, allocated budget, assets, and advice the Director: EMS Operations on matters pertaining to EMS Training. This will involve representation at the Directorate meetings.

**ENQUIRIES**

Mr T.F Motimane Tel No: (011) 456 2013 (012) 356 8098

**APPLICATIONS**

must be delivered to Lebone College of Emergency Care, 43 Corner Steve Biko Road and Belvedere Street, Arcadia or can be post to Lebone College of Emergency Care, PO Box 26876, Gezina 0031

**CLOSING DATE**

23 August 2021

**POST 27/72**

MEDICAL OFFICER GRADE 1 REF NO: ODI/28/07/2021/01

**SALARY**

R821 205 - R884 670 per annum, (plus benefits)

**CENTRE**

Odi District Hospital

**REQUIREMENTS**

Basic medical degree (MBCHB) or equivalent and currently registered with the Health Professional Council of South Africa (HPCSA) as a medical practitioner.

**Grade 1:** Officer: less than 5 years appropriate experience as a Medical Officer. experience as a Medical Officer post Community Service.

Recommendations: Experience working in District Health Services including clinics. Experience working in general medical practice, mental health, obstetrics, HAST, and emergency Unit and use of current national clinical protocols. Required clinical skills includes: Consultation, history taking, examination, clinical assessment, management procedures and ensuring continuity of patient care. Good professional attitude/ conduct, good communication skills, good professional ethics, teamwork and good medical record keeping.

**DUTIES**

Patient care, Attendance of relevant administrative meetings like mortality and mobility meetings and completion of MEDICO legal documents timeously (e.g. Death certificate, mental health forms, J88 forms and medical reports when requested by financial institutions. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards. Willing to do Commuted Overtime duties rendered after hours (night, weekend and public holiday) to provide continuous uninterrupted care of patients.

**ENQUIRIES**

Dr R.T Motsepe Tel No: (012) 725 2436

**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 be submit copies of qualifications, identity document and driver’s license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.

**CLOSING DATE**

27 August 2021
POST 27/73

DEPUTY DIRECTOR: FACILITY MANAGEMENT UNIT

REF NO: REFS/011638 (X1 POST)

Directorate: Facility Management Unit

SALARY: R733 257 - R863 748 per annum, (all inclusive)

CENTRE: Dr George Mukhari Academic Hospital

REQUIREMENTS:
A three (3) year relevant tertiary qualification in Built Environment, Construction project management, Public Management / Administration / Management or equivalent qualification. Ten (10) years relevant practical experience in Facilities Planning, maintenance and management. Practical experience in managing external service providers of which three (3) years should be Middle Management (Assistant Director Level). A valid driver’s license. Computer literacy. Relevant short courses with certificates obtained from the National School of Government (NSG) will be an added advantage. Understanding of Fixed Asset Management and relevant policies, frameworks and acts. Knowledge and understanding of Government procurement process. Competencies in Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management.

DUTIES:
Responsible for overall facilities management for the hospital. Monitor and report on all Major projects undertaken in the hospital. Monitor proper implementation of Hospital Maintenance Plan as well as Day to Day Maintenance. Develop and implement a Facilities Management Improvement Programme in line with the operational requirements of a public health institution. Implement an improve problem resolution mechanism within the Facility Management environment to timeously address concerns. Draw, review and manage the institutional Maintenance Plan. Overall responsibility for statutory, preventative and day to day maintenance for the institution. Ensure efficient management of Service Level Agreements with the service providers. Manage both internal and external stakeholders to maximise relations to achieve departmental goals. Liaison with the Department of Infrastructure (DID) Development in terms of infrastructure management and work hand in hand with the resident DID staff. Overseen maintenance contract performance and management. Plan and ensure implementation of the allocation of accommodation utilization and monitor the compliance pertaining to Occupational Health and Safety Standards. Oversee garden grounds services of the institution. Contribute to the departments planning, budgeting and procurement processes as well as monitoring and evaluation. Manage staff development and performance (PDMS) against departmental and hospital objectives in line with Strategic, Operational and Turnaround plans. Compile and submit prescribed monthly, quarterly and annual reports. Perform any other duties delegated by Supervisor.

ENQUIRIES:
Mr DP Malahlela Tel No: (012) 529 3693

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 or Apply online at www.gautengonline.gov.za.

NOTE:
It is legislative requirement that all newly appointed staff members are subjected to Personnel Suitability Check (PSC) Verification, upon appointment within the department. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Recently certified copies of qualifications, ID copy and a CV must be attached. The specific reference must be quoted. 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: 23 August 2021 @ 12h00

POST 27/74

OPERATIONAL MANAGER (SPECIALTY UNIT): (PN-B3) REF NO: CHBAH-446 (X1 POST)

Directorate: Obstetrics and Gynaecology (Nursing)

SALARY: R562 800 – R633 432 per annum, (plus benefits)
CENTRE: Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic Nursing Qualification, with a duration of at least 1 year in Midwifery and Neonatal Science (Advanced Midwifery) accredited with SANC. A minimum of 9 years appropriate/recognisable 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 Midwifery and Neonatal Science filed after obtaining the 1-year post-basic qualification in the Midwifery and Neonatal Science (Advanced Midwifery). A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council for 2021. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and Facilitate holistic treatment and Nursing care. Competencies/ Knowledge/ Skills: Computer literacy i.e. (Ms Word, Power Point). Knowledge of administrative policies, institutional policy framework and Guidelines. Knowledge of legal prescripts that regulate nursing and health services. Ability to work independently and innovatively. Ability to take charge and make appropriate independent decisions. Decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Skills: Leadership, Ward management/ ward administration planning, organizing, co-ordination and communication skills. Facilitation and presentation skills, problem solving and decision-making skills. Personal: Responsiveness, reactivity, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Applicant should be prepared to undergo medical surveillance as an inherent job requirement.

DUTIES: Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set nursing standards within a professional/legal framework. Implement nursing legislation and related frame work and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts. Weekends, public holidays and relieve the supervisor when required. Perform as an Operational Manager in accordance with the scope of practice demonstrate effective Communication with patients, supervisor and other health professionals and junior colleagues. Implementation of ideal Hospital Framework.

ENQUIRIES: Mr. NB. Mulaudzi Tel No: (011) 933 0134/9779

APPLICATIONS: Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building. Applications should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE: No faxed or emailed applications will be considered. Applications must be submitted on a new Z83 form and must completed in full, 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 that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to 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); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 85/1993. 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). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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. People with disabilities are encouraged to apply.

CLOSING DATE : 27 August 2021

POST 27/75 : OPERATIONAL MANAGER (SPECIALTY UNIT): (PN-B3) REF NO: CHBAH-447 (X1 POST)
Directorate: Obstetrics and Gynaecology (Nursing)

SALARY : R562 800 –R633 432 per annum, (plus benefits)

CENTRE : Chris Hani Baragwanath Academic Hospital (CHBAH)

REQUIREMENTS : Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic Nursing Qualification, with a duration of at least 1 year in Critical care or Child Nursing Science accredited with SANC. A minimum of 9 years appropriate/recognisable 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 Critical care or Child Nursing Science filed after obtaining the 1-year post-basic qualification in the Critical care or Child Nursing Science. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council for 2021. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and Facilitate holistic treatment and Nursing care. Competencies/ Knowledge/ Skills: Computer literacy i.e. (Ms Word, Power Point). Knowledge of administrative policies, institutional policy framework and Guidelines. Knowledge of legal prescripts that regulate nursing and health services. Ability to work independently and innovatively. Ability to take charge and make appropriate independent decisions. Decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Skills: Leadership, Ward management/ ward administration planning, organizing, co-ordination and communication skills. Facilitation and presentation skills, problem solving and decision-making skills. Personal: Responsiveness, reactiveness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive. Applicant should be prepared to undergo medical surveillance as an inherit job requirement.

DUTIES : Supervise and evaluate quality of nursing care as directed by professional scope of practice and set nursing standards within a professional/legal frame work. Implement nursing legislation and related frame work and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Perform as an operational manager in accordance with the scope or practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implement of National Core Standards Manage and monitor effective utilization and supervision of human, financial and physical resources. Co-ordination and provision of effective training and research. Maintain professional growth/ethical standards and self-development. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Maintain constructive working relationships with nursing and other stake holders. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Participate in training, research and self-development. Management of personnel performance and review thereof.

ENQUIRIES : Mr. NB. Mlaudzi Tel No: (011) 933 0134/9779

APPLICATIONS : Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building. Applications should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

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The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to 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); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. 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). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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. People with disabilities are encouraged to apply.

**CLOSING DATE**

: 27 August 2021

**POST 27/76**

: OPERATIONAL MANAGER GRADE 1 NURSING REF NO: CHBAH-448 (X1 POST)

Directorate: Palliative Care (Nursing)

**SALARY**

: R444 276 - R500 031 per annum, (plus benefits)

**CENTRE**

: Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**

: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council. A minimum of nine (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. Post basic training in Palliative Care or Oncology Nursing will be add advantage. A Postgraduate Diploma in Palliative Care and. Diploma/Degree in Nursing Administration will be of added advantage. At least five (5) years of the period referred to above must be appropriate/recognizable experience in Palliative Care after obtaining Palliative Care or Oncology training. Current registration with South African Nursing Council for 2021. Knowledge of Nursing Care processes and procedures, nursing strategy, nursing statutes, Core Standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues. Work effectively and amicably as part of the multidisciplinary team, with persons of diverse intellectual, cultural, racial, or religious differences. Demonstrate good understanding of the National Policy Framework and Strategy for Palliative Care and its priorities. Ability and experience in training health care professionals. Demonstrate basic computer literacy as a support to enhance service delivery. Understanding of Nursing Core Values, National Core Standards, Ideal Hospital Realization and Maintenance Framework, Occupational Health and Safety and Infection Prevention and Control. Competencies/ Knowledge/ Skills: Computer literacy i.e. (Ms Word, Power Point). Ability to work independently and innovatively. Knowledge of legal prescripts that regulate nursing and health services. Ability to take charge and make appropriate independent decisions. Decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Display empathy for patients, promoting advocacy and facilitating
holistic treatment and care. Skills: Leadership, Ward management/ward administration planning, organizing, co-ordination and communication skills. Facilitation and presentation skills, problem solving and decision-making skills. Personal: Responsiveness, reactiveness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive.

**DUTIES**

Supervise and evaluate quality of nursing care as directed by professional scope of practice and set nursing standards within a professional/legal frame work. Implement nursing legislation and related frame work and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Perform as an operational manager in accordance with the scope or practice. Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implement of National Core Standards Manage and monitor effective utilization and supervision of human, financial and physical resources. Co-ordination and provision of effective training and research. Maintain professional growth/ethical standards and self-development. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Maintain constructive working relationships with nursing and other stake holders. Demonstrate in depth understanding of nursing legislations and related ethical nursing practices. Participate in training, research and self-development. Management of personnel performance and review thereof.

**ENQUIRIES**

Dr Mpho Ratshikana Tel No: (011) 933 0051

**APPLICATIONS**

Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building. Applications should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**NOTE**

No faxed or emailed applications will be considered. Applications must be submitted on a new Z83 form and must completed in full, 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 that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to 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); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. 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). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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. People with disabilities are encouraged to apply.

**CLOSING DATE**

27 August 2021

**POST 27/77**

PMTCT PROGRAMME COORDINATOR PNA-6 REF NO: ODI/28/07/2021/02 (X1 POST)

Re-Advertisement those who previously applied are encouraged to re-apply

**SALARY**

R444 276 per annum, (plus benefits)

**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 minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing, current proof of registration with SANC, PMTCT certificate / Nurse-initiation and Management of (NIMART) certificate required. Diploma/Degree in Nursing Management/Administration required will be an added advantage. Knowledge of relevant legal framework and infection prevention and control measures, good communication and interpersonal skills, knowledge of nursing care processes and procedures, demonstrate a basic understanding of HR and financial policies and practices, willing to work with Mother and Child. 5 years’ experience in mother and child woman’s health (MCWH).

DUTIES: Facilitate and oversee the development of operational/business plans to give strategic guidelines, provide professional and technical support for the provision of quality patient care through proper management or relevant programme, maintain the standard and norms of nursing to promote the health status of health care users, Develop and implement quality assurance programme, guidelines, protocols, norm and standards, utilize information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective health care, manage and utilise resources in accordance with relevant directives and legislation. Oversee data elements of the programme and compile monthly statistics, report writing of activities of the programme.

ENQUIRIES: Ms EP Ntsie 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 be submit copies of qualifications, identity document and driver’s license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.

CLOSING DATE: 27 August 2021

POST 27/78: PNA4 PROFESSIONAL NURSE GRADE 3 (GENERAL NURSING) Directorate: Nursing Services

SALARY: R383 226 – R485 475 per annum, (Plus benefits)

CENTRE: Sterkfontein Hospital

REQUIREMENTS: Diploma/Degree in Nursing or equivalent qualification in nursing that allows registration with SANC as a Professional Nurse. Must have a post basic qualification in Psychiatric Nursing (Advanced Psychiatry). A post basic qualification in Nursing Education will be an added advantage. Proof of current registration with SANC. A minimum of 20 years’ experience in nursing after registration as a Professional Nurse, 4 years of the period must be recognizable experience in Psychiatric or Mental Health Nursing. Must have a minimum of one-year experience in clinical teaching or staff development setting. Must be computer literate (Microsoft word, power point and excel as well as good presentation skills), effective communication skills, problem solving and program development. Must have a valid driver’s license. Knowledge of the Mental Health Care Act, Child Justice Act, Criminal Procedure Act and Ideal hospital framework.

DUTIES: Facilitate, co-ordinate and assess nursing personnel learning needs in both theory and practice to promote sustainable growth and skills development. Take leadership in evidence-based to practice. Development and facilitation of skills development program for all nursing categories. Active participation in hospital committee’s e.g Skills Development and Employment Equity. Collaboration with Nursing Educational Institutions and active participation in nursing education stakeholders’ forums and multidisciplinary settings. Exercise control over students’ allocation and movements. Co-ordination of student nurses’ activities in the hospital. Champion the ethics and skills development program within the institution. Assist with strategies of reducing ethical cases in Nursing. Orientation and induction of newly employed personnel, ensuring of a sustainable coaching and mentoring program. Implement and monitor compliance with Gauteng Continuous Professional Development Model. Active
participation in the training of nurses on psychiatric rehabilitation groups and other skills needed for management of Mental Health Care Users.

ENQUIRIES: Ms M. Sono Tel No: (011) 951-8202
APPLICATIONS: Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
NOTE: Applications must be submitted on fully completed new format Z83 (81/971431 www.dpsa.gov.za) fully completed CV, ID and Qualification such copies need not be certified when applying for a post. The department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability, failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by occupational health and safety act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.

CLOSING DATE: 23 August 2021 Time: 12h00

POST 27/79: ASSISTANT DIRECTOR: HUMAN RESOURCE REF NO: SDHS/2021/08/02 (X2 POSTS)
Directorate: Human Resource Management

SALARY: R376 596 per annum, (plus benefits)
CENTRE: Sedibeng District Health Services
District Office (X1 Post)
Emfuleni HR Sub-District (X1 Post)

REQUIREMENTS: Grade 12 or equivalent. A national diploma / degree in Human Resource Management / Public Administration or appropriate qualification (NQF-level 6/7) with minimum 5 years relevant experience in HR environment (3 years of the above should be as HR Supervisor) or Grade 12 certificate/ equivalent with more than 10 years’ relevant experience as HR generalist (3 years of the above should be as HR Supervisor). Extensive knowledge of PERSAL and Knowledge of the Public Service Act, Public Finance Management Act and other legislative prescripts that govern Human Resource Management. Computer literacy (MS Word, MS Excel and PowerPoint). Good understanding of PSCBC resolutions. Skills: leadership, Planning, organizing skills, Problem solving, presentation and communication skills (verbal and written) and financial management skills. Ability to work under pressure. Knowledge and understanding of Human Resource Delegation. Adhere to timelines on projects and Good interpersonal relations. Leadership and basic financial management skills. Knowledge of Staff Performance Management System. Ability to work independently. Ability to deal with conflict. Computer skills (MS Office, Excel and Power Point). Ability to work in a high volume and highly pressurized environment. Must have a valid drivers license.

DUTIES
Lead, plan, organise and control HR resources and activities in the sub-district.
Manage HR budget. Implement and interpretes policies/directives and guidelines. Implement and maintain sound quality management system, including applicable legislations, policies, good practice and standard. Manage Recruitment & Selection processes and report accordingly. Provide training, guidance and support to HR staff, line Managers and staff. Approve and quality assure all mandates and transactions related to OSD and non-appointments, transfers, terminations, salary administration and management of conditions of service etc. Manage Grading of all staff that is (OSD and non OSD). Advice managers on HR delegation. Ensure that Persal related transactions and mandate are forwarded timeously to Gauteng Department of Finance (GDF) and verification is done for all submitted mandates. Manage sub district staff Establishment, post filling. Draw up a Post filling plan and liaise with Management. Manage sub district payroll. Manage Policy and Procedure on Incapacity leave and Ill Health Retirement (PILIR). Provide operational support to all staff and line managers. Manage the Performance Management and Development system (PMDS) of all staff in the sub district and staff under supervision. Manage and support the sub-district. Lead and Manage audit
queries of the sub district, comply to the Audit action plan and eliminate any audit finding. Manage and implement RWOPS/ORW, Declaration of Financial Disclosures/e-Disclosures. Monitor Overtime for all staff. Specimen signatures.

Develop and monitor Operational Plans, SOP’s related to HR. Attend relevant meetings and trainings after approval by Head of Department. Perform other duties as delegated by the Head of Department.

ENQUIRIES : Mr. J. Kubheka Tel No: (016) 950 6000
APPLICATIONS : Please quote the relevant number, direct applications to the Human Resource DHS, Private Bag X023, Vanderbijlpark, 1900 or hand deliver at designated recruitment boxes next to security officers, Cnr Frikkie Meyer & Pasteur BLVD.

NOTE : Prospective applicants must please use the New Z83 which is effective as at 01 January 2021 with relevant reference number. Applicants must attach comprehensive curriculum vitae with minimum (3) three references. The CV must have the current and previous employer with position and experience accumulated and respective dates (DD/MM/YY). According to Circular 5 of 2021, candidates must attach copies of all the necessary documents (qualifications) to the application including a valid identity document, relevant certificates and current proof of Council were necessary. Such copies need not be certified when applying for the post, only shortlisted candidates will receive communication from hr to submit certified copies not older than 6 months on or before the day of the interview. Smart ID card copy must show both sides of the ID card. Applications without proof of the necessary documents required by HR will be disqualified. Successful candidates will undergo a medical screening and will be expected to do verifications which entails reference checks, identity verification, qualifications verification, Personnel suitability check, criminal records check, citizenship check as well as a credit/ financial suitability check. People with disabilities are welcome to apply. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department taking into account covid-19 protocols. If you do not receive any response within 3 months, please accept that your application was not successful. Sedibeng District Health District is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No S & T and resettlement allowance will be paid. Candidates will be expected to rotate within the District as per service delivery needs. Applications received after closing date will not be accepted: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to presentation and competency test.

CLOSING DATE : 27 August 2021
POST 27/80 : ASSISTANT DIRECTOR (FACILITY MANAGEMENT UNIT) REF NO: REFS/011664 (X1 POST)
Directorate: Facility Management Unit

SALARY : R376 596 - R443 601 per annum, (plus benefits)
CENTRE : Dr George Mukhari Academic Hospital
REQUIREMENTS : A three (3) year relevant tertiary qualification in Built Environment, Construction project management, Facilities Management, Property Management/Real Estate, Public Management / Administration / Management or equivalent qualification. Seven (7) years relevant experience in Facility Management in the public sector of which three (3) years must be at Supervisory Level (on a salary level7/8). A valid driver’s license. Computer literacy. Knowledge of Horticultural processes/regulations, Supply Chain Management Framework and Government budget procedure. Understanding of relevant policies, frameworks and acts. Relevant short courses with certificates obtained from the National School of Government (NSG) will be an added advantage. Knowledge and understanding of Government procurement process. Competencies in Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management.

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

ENQUIRIES : Mr DP Malahlela Tel No: 012 529 3693
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 or Apply online at www.gautengonline.gov.za.

NOTE : It is legislative requirement that all newly appointed staff members are 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. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity in employment, especially of race, gender and disability. Applications must be submitted on a new updated Z83 form obtainable from any Public Service Department or from the website and must be completed in full, failure to do so will result in your application being not considered. Recently certified copies of qualifications, ID copy and a CV must be attached. The specific reference must be quoted.

CLOSING DATE : 23 August 2021 @ 12h00

POST 27/81 : ORAL HYGIENIST GRADE 1/2/3 REF NO: OH04-07
Directorate: Oral Hygiene and Auxiliary Training (OHAT)

SALARY : R317 976 – R431 164 per annum, plus benefits
CENTRE : Wits Oral Health Centre
REQUIREMENTS : Registration as an Oral Hygienist with the Health Professional Council of South Africa. Basic qualification accredited with the HPCSA and proof of current registration. A minimum experience of at least 5 years post undergraduate qualification is a requirement. Postgraduate qualification will be an advantage.

DUTIES : Perform clinical functions as stipulated in the HPCSA Scope of Practice (2013) for Oral Hygienists. Provide service delivery to patients at the Wits Oral Health Centre. Plan and supervise oral health education and oral health promotion activities and outreach programmes. Compile monthly and/or weekly reports of community outreach programmes, academic matters and clinical service delivery relating to patients. Be involved in theoretical (tutorial and lectures) and clinical sessions with dental and oral hygiene students. Conduct research and participate in research activities in the Department.

ENQUIRIES : HR Manager- Mr. P.F Monama Pulankana.Monama@gauteng.gov.za
APPLICATIONS : must be send via email to pulankana.monama@gauteng.gov.za OR via post to Wits Oral Health Centre, Private Bag X 15, Braamfontein, 2017. No faxed or hand delivery applications will be accepted.

NOTE : Prospective applicants must please use the New Z83 which is effective as at 01 January 2021. Applicants to attach copies of all the necessary documents (qualifications) to the application including a valid identity document, CV with minimum of at least three (3) referees, relevant certificates and current proof of HPCSA. Such copies need not be certified when applying for the post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications without proof of the necessary documents will be disqualified.

CLOSING DATE : 23 August 2021
POST 27/82

DIETICIAN GRADE 1 REF NO: CHBAH-457 (X1 POST)

Directorate: Dietetics

SALARY
R317 976 – R361 872 per annum, (plus benefits)

CENTRE
Chris Hani Baragwanath Academic Hospital

REQUIREMENTS
Dietetics Degree. Completed community service year as a Dietician. Registration with the Health Profession Council of South African (HPCSA) as a Dietician with independent practitioner status, plus renewed HPCSA card/membership for 2021/2022.

DUTIES
Assess and treat all patients within allocated clinical load. Partake in allocated administrative duties. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Participate in quality assurance methods. Oversee allocated officials. Participate in CPD activities. Supervise and train Dietetic students. Exercise care with all consumables and equipment. Communicate with relevant stakeholders. Undergo training and development programs. Train all relevant personnel. Attend relevant meetings. Implement policies, guidelines and protocols relevant to dietetics services. Comply with standards and ethical requirements as set out by the HPCSA and the Public Sector Code of Conduct. Carry out duties as delegated to ensure patient care and excellent service delivery.

ENQUIRIES
Ms. N. Mongoegi Tel No: (011) 933 9016

APPLICATIONS
Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building. Applications should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808

NOTE
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CLOSING DATE
27 August 2021

POST 27/83

OCCUPATIONAL THERAPIST PRODUCTION LEVEL GRADE 1 REF NO: CHBAH-458 (X1 POST)

Directorate: Occupational Therapy

SALARY
R317 976 – R361 872 per annum, (plus benefits)

CENTRE
Chris Hani Baragwanath Academic Hospital

REQUIREMENTS
National Senior Certificate and Degree in Occupational Therapy. Successful completion of community service year as an Occupational Therapist. Registration with the Health Professions Council of South Africa (HPCSA) as
an Occupational Therapist with independent practitioner status. Current annual HPCSA registration for the period 2021/2022. Computer literacy (Ms Word, Ms Excel). Knowledge of the public service legislations, policies, and procedures. Good written and verbal communication skills. Ability to work as a member of a multidisciplinary team. Analytical thinking, independent decision-making and problem-solving skills.

**DUTIES**
Assess and treat all adult neurological patients within allocated clinical load. Assist with other clinical loads as needed. Work experience or further training in the adult neuro-rehabilitation field would be advantageous. Partake in allocated administrative duties. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Participate in quality assurance methods. Communicate effectively with all stakeholders. Follow the correct channels of communication. Oversee allocated officials. Participate in CPD activities. Supervise OT students. Exercise care with all consumables and equipment.

**ENQUIRIES**
Ms L. Soulsby Tel No: (011) 933 8187

**APPLICATIONS**
Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building. Applications should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**NOTE**
No faxed or emailed applications will be considered. Applications must be submitted on a new Z83 form and must completed in full, 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 that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to 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); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. 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). CHBAH also RESERVES the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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. People with disabilities are encouraged to apply.

**CLOSING DATE**
27 August 2021

**POST 27/84**
**DENTAL THERAPIST GRADE 1/2/3 REF NO: DT05-07**
Directorate: Oral Hygiene and Auxiliary Training (OHAT)

**SALARY**
R317 976 – R431 164 per annum, plus benefits

**CENTRE**
Wits Oral Health Centre

**REQUIREMENTS**
Registration as a Dental Therapist with the Health Professional Council of South Africa. Basic qualification accredited with the HPCSA and proof of current registration. A minimum of at least 5 years’ experience post undergraduate qualification is a requirement. A postgraduate Masters qualification will be an advantage.

**DUTIES**
Perform clinical functions as stipulated in the HPCSA Scope of Practice for Dental Therapists. Provide service delivery to patients at the Wits Oral Health Centre and other sites available for training and teaching. Plan and supervise oral health education and oral health promotion activities and outreach
programmes. Compile monthly and/or weekly reports of community outreach programmes, academic matters and clinical service delivery relating to patients. Be involved in theoretical (tutorial and lectures) and clinical sessions with dental and oral hygiene students. Conduct research and participate in research activities in the Department.

ENQUIRIES: HR Manager- Mr. P.F Monama Pulankana. Monama@gauteng.gov.za
APPLICATIONS: applications must be send via email to pulankana.monama@gauteng.gov.za
OR via post to Wits Oral Health Centre, Private Bag X 15 Braamfontein 2017. No faxed or hand delivery applications will be accepted.

NOTE: Prospective applicants must please use the New Z83 which is effective as at 01 January 2021. Applicants to attach copies of all the necessary documents (qualifications) to the application including a valid identity document, CV with minimum of at least three (3) referees, relevant certificates and current proof of HPCSA. Such copies need not be certified when applying for the post. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications without proof of the necessary documents will be disqualified.

CLOSING DATE: 23 August 2021
POST 27/85: ADMINISTRATIVE OFFICER REF NO: ODI/28/07/2021/03
SALARY: R257 508 per annum (Level 07), (plus benefits)
CENTRE: Odi District Hospital
REQUIREMENTS: National Senior Certificate with passed trade test in mechanical or N3 certificate with passed trade in mechanical. 3 years relevant experience in Facility Management. Diploma in mechanical will be an added advantage. Knowledge of project management, presentation skills, conflict management and report writing. Knowledge of supply chain management, financial management and HR management. Good communication skill both verbal and writing. Must be computer literate, valid driver’s license.

DUTIES: Perform project management duties, supervisor and coordinating work contractors. Oversee FMU (including parking), accommodation and gardening services. Supervisor of day-to-day maintenance budget, maintenance planning, maintenance of capital and minor projects within the institution. Responsible for compiling specification as required by the end user. Ensure that all works orders from the end-users are loaded on Gauteng Department of Infrastructure Development (GDID) e-maintenance system. Admin officer must capture and update electronic data daily. Ensure that all defects are reported, monitored, completed, and assigned to GDID- Chief Artisan and Control Workers Inspector. To render support and assistance with hospital equipment maintenance and stock control. Provide support Occupational Health and Safety in the workplace. Ensure user friendly access to facilities and improve standards of physical conditions of all buildings on the premises. Accreditation-signage according to prescribed regulation and ensures that the building meets the Health and Safety requirements standards. Participates regularly in contractors site meetings and inspections to monitor quality work standards performed by contractors on building, electrical and mechanical infrastructure projects. Monitor and supervise the implementation of the performance management and development system for FMU and Garden staff. Responsible for building and facility infrastructure and monitor cleanliness for the hospital surrounding areas. Ensure that Afrox service provider always deliver the required number of oxygens as required at the institution. Liaison with internal and external stakeholders. Perform any other duties requested by management.

ENQUIRIES: Mr. Malatji M.A Tel No: (012) 725 2416
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 be submit copies of qualifications, identity document and driver’s license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.
CLOSING DATE : 27 August 2021
POST 27/86 : PROFESSIONAL NURSES (2) REF NO: TRH 3 / 2021
Directorate: Nursing

SALARY : Grade 1: R256 905 per annum, (plus benefits)
          Grade 2: R315 963 per annum, (plus benefits)
          Grade 3: R383 226 per annum, (plus benefits)

CENTRE : Tshwane Rehabilitation Hospital

REQUIREMENTS : Diploma in General Nursing & Midwifery Basic R425 qualification i.e. Diploma/ Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council as a Professional Nurse. Currently Registered with South African Nursing as a Professional Nurse. Experience in Rehabilitation will be a recommendation at least 1-4 years as a registered nurse. Problem solving, Facilitation skill, liaison skill, knowledge management, planning and organisation, be able to lead shift. Multi/ trans-cultural skill, communication skill. Nursing advocacy skill.

DUTIES : Responsible for total patient care to all patients in the Hospital. Educate and advice patients, including relatives and staff. Ensure efficient and effective management of resources. Rotate through service points as required. Willing to work over weekends and holidays and rotate in other units where the need arises. Willing to work day and night shifts. Quality nursing care and rehabilitation programme as directed by the Scope of Nursing practice. Ensure proper staff allocation for shifts in the unit. Manage staff performance. Be a team leader. Be able to work within the multidisciplinary health team. Demonstrate effective communication with patients, supervisors, other professionals and junior colleagues, including report writing.

ENQUIRIES : Ms MM Rakwena Tel No: 012 354 - 6135
APPLICATIONS : must be sent directly to Tshwane Rehabilitation Hospital, P.O Box 23979, Gezina, 0031 or hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

NOTE : No faxed or emailed applications will be considered. Applications must be submitted on new form Z83 fully completed, 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, ID, qualifications and relevant council registration certificate and proof of current registration. All required documents attached need not be certified when, 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. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. 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. 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.

CLOSING DATE : 27 August 2021
POST 27/87 : PROFESSIONAL NURSE (GENERAL) REF NO: CHBAH-449 (X4 POSTS)
Directorate: Obstetrics and Gynaecology

SALARY : R256 905 - R297 825 per annum, (plus benefits)

CENTRE : Chris Hani Baragwanath Academic Hospital

REQUIREMENTS : Basic R425 qualification or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration for 2021. No experience required after registration with the SANC as Professional Nurse.

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

ENQUIRIES : Mr NB Mulauudzi Tel No: (011) 933 9779/8154
APPLICATIONS : Should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No hand delivery.

NOTE : No faxed or emailed applications will be considered. Applications must be submitted on a new Z83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsatisfactory. Candidates will be subjected to 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); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. 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). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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. People with disabilities are encouraged to apply.

CLOSING DATE : 27 August 2021
POST 27/88  PROFESSIONAL NURSE (GENERAL) REF NO: CHBAH-450 (X4 POSTS)
Directorate: Paediatrics
SALARY : R256 905 - R297 825 per annum, (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Basic R425 qualification or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration for 2021. No experience required after registration with the SANC as Professional Nurse.
DUTIES : Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations.
ENQUIRIES : Mr NB Mulauudzi Tel No: (011) 933 9779/8154
APPLICATIONS : Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building Applications should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
NOTE: Applications must be submitted on a new Z83 form and must completed in full, 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 that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to 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); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. 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). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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. People with disabilities are encouraged to apply.

CLOSING DATE : 27 August 2021

POST 27/89 : PROFESSIONAL NURSE (GENERAL) REF NO: CHBAH-451 (X4 POSTS)

Directorate: Surgery and Ophthalmology

SALARY : R256 905 - R297 825 per annum, (Plus benefits)

CENTRE : Chris Hani Baragwanath Academic Hospital

REQUIREMENTS : Basic R425 qualification or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration for 2021. No experience required after registration with the SANC as Professional Nurse.

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

ENQUIRIES : Mr NB Mulaudzi Tel No: (011) 933 9779/8154

APPLICATIONS : Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building Applications should be Posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.

NOTE: Applications must be submitted on a new Z83 form and must completed in full, 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 that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after
the closing date, please accept that your application was unsuccessful. Candidates will be subjected to 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); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. 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). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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. People with disabilities are encouraged to apply.

CLOSING DATE : 27 August 2021

POST 27/90 : PROFESSIONAL NURSE (GENERAL) REF NO: CHBAH-452 (X3 POSTS) Directorate: Clinical Support

SALARY : R256 905 - R297 825 per annum, (plus benefits)

CENTRE : Chris Hani Baragwanath Academic Hospital

REQUIREMENTS : Basic R425 qualification or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration for 2021. No experience required after registration with the SANC as Professional Nurse.

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

ENQUIRIES : Mr NB Mulaudzi Tel No: (011) 933 9779/8154

APPLICATIONS : Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building. Applications should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE : No faxed or emailed applications will be considered. Applications must be submitted on a new Z83 form and must completed in full, 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 that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YYYY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to 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); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the
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). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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. People with disabilities are encouraged to apply.

CLOSING DATE: 27 August 2021

POST 27/91: PROFESSIONAL NURSE (GENERAL) REF NO: CHBAH-453 (X3 POSTS)
Directorate: Medicine and Psychiatry

SALARY: R256 905 - R297 825 per annum, (plus benefits)
CENTRE: Chris Hani Baragwanath Academic Hospital
REQUIREMENTS: Basic R425 qualification or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration for 2021. No experience required after registration with the SANC as Professional Nurse.

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

ENQUIRIES: Mr NB Mulaudzi Tel No: (011) 933 9779/8154
APPLICATIONS: Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building. Applications should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE: No faxed or emailed applications will be considered. Applications must be submitted on a new Z83 form and must completed in full, 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 that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to 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); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. 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). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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 policies and procedures of the Department.
CLOSING DATE : 27 August 2021

POST 27/92
PROFESSIONAL NURSE (GENERAL) REF NO: CHBAH-454 (X2 POSTS)
Directorate: Out Patient Department

SALARY : R256 905 - R297 825 per annum, (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Basic R425 qualification or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration for 2021. No experience required after registration with the SANC as Professional Nurse.

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

ENQUIRIES : Mr NB Mulaudzi Tel No: (011) 933 9779/8154
APPLICATIONS : Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building. Applications should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE : No faxed or emailed applications will be considered. Applications must be submitted on a new Z83 form and must completed in full, 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 that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to 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); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification).Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. 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). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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. People with disabilities are encouraged to apply.

CLOSING DATE : 27 August 2021

POST 27/93
WARD CLERK REF NO: CHBAH-459 (X6 POSTS)
Directorate: Obstetrics and Gynaecology (Nursing)

SALARY : R173 703 – R204 612 per annum, (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS: Grade 12 or Accredited Equivalent with no experience. Computer literate (Ms Office). Ability to handle conflict. Ability to work under pressure. Ability to work independently and in teams. Ability to communicate well with people at different levels. Ability to organise and plan. Sound verbal and communication skills. Ability to act with tact and discretion. Must be self-motivated. Good customer care skills and competencies. Knowledge and application of Batho Pele Principles. Must be prepared to rotate and work shifts which include weekends and public holidays. Knowledge of Medicom System will be added as advantage. Applicant should be prepared to undergo Medica surveillance as an inherent job requirement.

DUTIES: Ensure effective reception services. Handle telephone enquiries in the ward. Patient registration (admission, transfer and discharging) and filling of documents. Booking of appointments for patients on the Medicom System. Assist in Compilation of statistics and timeous submission to relevant authority. Render administrative support to the Operational Manager (Ordering, Stock counting, typing and aiding of patient's records) Comply with the Performance Management and Development system contracting quarterly reviews and final assessment.

ENQUIRIES: Mrs N.F Ramela Tel No: (011) 933 8148

APPLICATIONS: Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building. Applications should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

NOTE: No faxed or emailed applications will be considered. Applications must be submitted on a new Z83 form and must completed in full, 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 that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to 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); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. 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 position. CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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. People with disabilities are encouraged to apply.

CLOSING DATE: 27 August 2021

POST 27/94: CLIENT INFORMATION CLERK REF NO: CHBAH-460 (X1 POST)
Directorate: Health Information Management Department

SALARY: R173 703 - R204.612 per annum, (plus benefits)

CENTRE: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS: Matric/Grade 12 certificate or equivalent. Computer literate (Ms Word, Ms Excel, Ms PowerPoint and Internet). Sound Knowledge of health programme strategies, priorities, data element and indicator will be an added advantage. Ability to work under pressure and be prepared to rotate within Health Information Management (HIM) Department. Knowledge or regulations and the legislative framework related to health information management and the ability
to interpret them. Ability to handle tasks of multidisciplinary nature. Ability to liaise with internal external stakeholders. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Must be self-motivated. Knowledge of the Batho Pele Principles and Labour Relations processes. Applicant should be prepared to undergo Medicals surveillance as an inherent job requirement. Shortlisted candidates will be subjected to a competency test.

**DUTIES**
Capture data on the DHIS database and update Institutional Health Information Management (HIM) database. Conduct rapid data quality assessment on primary sources before capturing. Follow up any discrepancies with relevant service point/health care provider. Compile and submit routine report. Complete and sign a weekly summary forms for use in monthly reports. Assist in timely preparation and submission of required reports based on the Work Plan of the HIM unit. Source data from both electronic (HIS) and manuals system. Ensure that data is received regularly and follow-up on non-submission. Safe keeping or records. Maintain electronic and manual records of all data used for reporting. Ensure that the primary sources of data are available and ready for audit. Conduct rapid data quality on registers and ensure data quality improvement plans are developed and implemented to address poor data quality. Escalate poor quality data challenges to the supervisor. Perform any delegated tasks. Comply with Performance Management and Development System. Perform any other delegated tasks.

**ENQUIRIES**
Ms R Letsoalo Tel No. (011) 933-8137

**APPLICATIONS**
Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building. Applications should be posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

**NOTE**
No faxed or emailed applications will be considered. Applications must be submitted on a new Z83 form and must completed in full, 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 that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached are ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to 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); identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). The Department reserves the right to not make an appointment/fill the post. 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). CHBAH also reserves the right to cancel the filling of Vacancy or not to fill a vacancy that was advertised during any stage of the recruitment process. 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. People with disabilities are encouraged to apply.

**CLOSING DATE**
27 August 2021

**POST 27/95**
FINANCE CLERK REF NO: ODI/28/07/2021/05

**SALARY**
R173 703 per annum (Level 05), (Plus benefits)

**CENTRE**
Odi District Hospital

**REQUIREMENTS**
Grade 12 certificate with 2 year’s relevant experience in Finance/Revenue collection or N6 in Financial management with 18 months experience in
finance/Revenue or a minimum of 3 years National Diploma/ Degree in accounting, internal auditing, cost accounting and finance management with 1 year experience in Finance/Revenue. Must have knowledge of PFMA, Treasury Regulation. Thorough knowledge of PAAB/ MEDICOM system and UPFS. Experience in the field of hospital financial environment, policies and cash management would be an added advantage. Good communication skills (verbal, written & reporting). Must be computer literate and be able to work under pressure. Must be willing to work shifts, weekends, public holidays, and nights.

**DUTIES**

The appointee will be responsible for: Billing and submission of patient account to debtors, tracing all outstanding debts. Capturing EFT payment on PAAB and updating of patient’s information. Perform sub-cashier’s functions within the hospital. Capture manual receipts or account book when the system is down. Update the cash up hand over register daily. Perform any duties related to finance assigned by supervisor.

**ENQUIRIES**

Mr. P.M Chaba Tel No: (012) 725 2404

**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 be submit copies of qualifications, identity document and driver’s license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.

**CLOSING DATE**

27 August 2021

**POST 27/96**

**EMERGENCY CARE OFFICER GRADE1 REF NO: EMS/OPS/2021 (X120 POSTS)**

**SALARY**

R143 613 per annum, (plus benefits)

**CENTRE**

Gauteng Emergency Medical Services Various Districts

**REQUIREMENTS**

Grade 12 certificate (Preferably with a pass in English, Mathematics or Mathematic Literacy, Physical science, Life Science or Biology), Basic Ambulance Assistant certificate, current BLS clinical practice guidelines (CPG) update. Current compliance with HPCSA individual CPD – CEUs Activity record. Minimum of 2 years’ experience in an operational Emergency Care environment. Current and valid registration with HPCSA as a Basic Ambulance Assistant, valid driver’s license code 10 and PDP. Previous experience in an Emergency Care environment will be an added advantage.

**DUTIES**

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

**ENQUIRIES**

Mr. CV Mokobodi Tel No: (011) 564 2054

**APPLICATIONS**

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

**CLOSING DATE**

23 August 2021

**POST 27/97**

**CLEANER REF NO: ODI/28/07/2021/04**

**SALARY**

R102 534 per annum (Level 02), (plus benefits)

**CENTRE**

Odi District Hospital

**REQUIREMENTS**

Grade 10 or Abet level 4 with two years’ experience working in the hospital. Good communication and interpersonal skills. Motivated and willingness to work under pressure and work shifts, including weekends, night shift and public holidays. Able to work in a team. Must be willing to learn and use different cleaning equipment’s and detergents. Have knowledge in waste management and infection control will be an added advantage. Motivation must be attached as proof of work experience.
DUTIES: Perform routine cleaning services. Cleaning of offices, windows, empty dustbins, wash and strip the floors and apply polish. Be prepared to rotate within the scope of work. Adherence to separation of waste and infection control practice. Packing of clean linen in the wards. Clean all refrigerators. Cleaning equipment’s after used collection of waste containers. Perform any other lawful/legal duties delegated by supervisor.

ENQUIRIES: Ms. Mahlangu TR Tel No: (012) 725 2472

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 be submit copies of qualifications, identity document and driver’s license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR

CLOSING DATE: 27 August 2021

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

CLOSING DATE: 27 August 2021 No late applications will be considered.

NOTE: Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. People with disabilities are encouraged to apply. It is our intention to promote representativity (race, gender and disability) in the Public Service through the filling of these posts. 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). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

OTHER POSTS

POST 27/98: DEPUTY DIRECTOR: MARKETING & EVENTS REF NO: REFS/011540

SALARY: R733 257 per annum

CENTRE: Johannesburg

REQUIREMENTS: BA Degree in Communications and/or BA Degree in Corporate Communications and/or National Diploma in Public Relations or Marketing or associated disciplines related to communications. At least 4-6 years’ relevant experience in communications and or public relations industry with post-graduate qualification as an added advantage or 12-15 years’ work experience in a corporate communications environment at an Assistant Director level. Track record in managing marketing campaigns. Must demonstrate understanding of government communications, strategic management and leadership within the corporate communications, marketing or events management industry, knowledge of the principle and practices of administration, personnel management and budget management.

DUTIES: Develop concept documents for marketing initiatives and Departmental events. Manage the implementation of marketing campaigns across different platforms. Coordinate and implement Departmental Outreach Campaigns which include Focus Month campaigns. Manage and implement departmental events and marketing events. Identify and coordinate the department’s participation in strategic exhibition opportunities. Develop and maintain an updated Calendar of Events for the Department. Manage the performance and development of the sub-business unit. Develop and manage the operational,
quarterly, and monthly plans of the sub-business unit. Compile and submit performance and administrative reports.

ENQUIRIES : Ms. Alinah Mogaswa Tel No: 072 313 8052
APPLICATIONS : Please apply online at http://professionaljobcentre.gpg.gov.za

POST 27/99 : DEPUTY DIRECTOR: PROJECT QUALITY ASSURANCE REF NO: REFS/011541 (X2 POSTS)
Re-advertisement

SALARY : R733 257 per annum
CENTRE : Johannesburg
REQUIREMENTS : Matric plus Degree/ National Diploma/NQF Level 6 qualification in the Built Environment. Proven 4 - 5 years’ relevant functional experience in construction quality assurance and construction technical support. A postgraduate qualification in the built environment and training in management development courses will be an added advantage. Knowledge: Human Settlements policies and procedures, Planning, Organising and Administration procedures, Batho Pele principles, Project stakeholder relations management, NHBRC and NBR frameworks. Skills: Coordination and consolidation of reports from multiple teams, reporting, interpersonal relationship, Communication (both verbal and written), computer literacy, Problem solving Strategies as a Manager in the Public Service, Organising, Decision making, Analytical, Project Management and Team leadership. Competencies: Middle Management skills, Leadership skills, Human resource management, writing skills, results/quality management, innovation/continuous improvement, emotional intelligence, project management environment and/or support, reporting and coordination of multifunctional teams in the infrastructure and built environment.

DUTIES : The incumbent of the position will be responsible for a wide variety of tasks which include, but not limited to the following: To manage inspectors as they inspect and report on the quality of workmanship and material on behalf of Project Managers by assessing reports and undertaking random visits and ensuring that efficient administration practice is taking place in processing inspection requests and final inspection reports for payment. To attend site meetings to resolve technical issues and non-compliance on building sites. To coordinate and monitor the construction of show house together with all role players (Engineer, Professional Regional Teams (PRT), Contractor, Municipality & NHBRC) benchmarking quality standards for the entire project. To examine projects Architectural & Engineering drawings and specifications for compliance to ensure design and site risk are minimized and ensure that all projects are enrolled with NHBRC before construction starts. To conduct alternative building technology (ABT) technical assessments based on building regulations & CSIR Agreement stipulations. To manage/gather technical information relevant for inspection from Project Managers and file them to be accessed by project inspectors. Visits to housing construction sites and Interpretation of Engineer & Architectural Drawings, Building Regulation, By-Laws & NHBRC Building Manual & the Departmental Norms & Standards. Interpretation of Geotechnical, Engineering & Architectural information for compliance to NHBRC technical requirements.

ENQUIRIES : Ms. Miyelani Tshabalala Tel No: 063 691 4046
APPLICATIONS : Please apply online at http://professionaljobcentre.gpg.gov.za

POST 27/100 : ASSISTANT DIRECTOR: ETHICS REF NO: REFS/011539

SALARY : R376 596 per annum
CENTRE : Johannesburg
REQUIREMENTS : BA Degree in Public Management/ Governance/ Compliance and Risk/Ethics Management or equivalent qualifications. A relevant 3-5 years’ experience within Ethics, Integrity or compliance. A valid driver’s licence and membership with Ethics institute as Certified Ethics Officer will be an added advantage. Competencies: Ethical reasoning and decision-making. Ability to prioritise, support and perform ethics functions. Highest level of personal and professional integrity. Experience in successfully managing projects. The ability to identify ethics risks, trends and monitoring skills. The ability to engage with various internal and external stakeholders. Well organised and good time management. Excellent written and verbal communication and interpersonal skills. The ability to work well with the team and alone. Responsible and reliable and diligent with work ethic. Self-motivated and proactive. Skills: Sound
administration skills. Computer literacy and MS proficiency at an advanced level. Ability to develop Ethics tools, posters, and write articles. Ability to negotiate and work under pressure. Ability to manage projects. Communications and Writing skills. Problem solving and initiative. Good understanding and interpretation of Public sector legislation. Experience in conducting benchmarking exercise, workshops and campaigns. Perform all administration work that relates to the unit whenever required to do so.

**DUTIES**

Implement all Ethics programmes namely: Financial Disclosure, Gift and Hospitality and other Remunerative Work outside Public Service and Conflict of interest. Conduct Ethics Awareness campaigns to promote the Code of Conduct within the Department. Investigate the Auditor General and Gauteng Audit Services findings reports and report on the outcomes. Coordinate Ethics committee meetings. Manage Ethics Helpdesk and report on the ethical violations received. Submit monthly and quarterly reports to the Deputy Director on all Ethics Programmes.

**ENQUIRIES**

: Miyelani Tshabalala
: Tel No: 063 691 4046

**APPLICATIONS**

: Please apply online at http://professionaljobcentre.gpg.gov.za

**POST 27/101**

: ASSISTANT DIRECTOR: INTERGRITY MANAGEMENT
: REF NO: REFS/011668

**SALARY**

: R376 596 per annum

**CENTRE**

: Johannesburg

**REQUIREMENTS**

: Matric plus NQF level 6/National Diploma in Security Management, any related qualification, extensive security experience of which 7 years should be in supervisory level. A security certificate offered by the State Security Agency (SSA) will be an added advantage. Competencies: excellent communication and report writing skills, presentation skills, conflicting resolution and problem-solving skills. Candidates must have the knowledge of the following: Project management as well as extensive knowledge of security legislation such as Minimum Information Security Standards (MISS), Minimum Physical Security Standards (MPSS), the Protection of Personal Information (POPI) Act and Criminal Procedure Act 51 of 1977. Furthermore, candidates are required to have clear knowledge of Public Finance Management Act 1 of 1999. A valid driver’s license is a must.

**DUTIES**

: Draft and develop vetting procedures, assist in development of security policies, Vetting Administration, vetting of companies and Background checks (pre-screening) of short listed candidate for employment. As well as vetting awareness. Ensure conducting of Threat and Risk Assessment within the Department, Coordinate vetting and screening of Departmental officials and contractors. Conduct security investigations, report breaches and or suspected breaches of security to Security Management and to law enforcement agencies (SAPS). Report leakage or suspected leakage of sensitive information to the State Security Agency (SSA) for investigations. Coordinate information security audits, conduct after hours’ inspections and enforce information security compliance within the Department. Compile and submit information security audit reports to the SSA on monthly basis or when required to do so. Ensure provisioning and implementation of relevant storage facilities as to enhance information security. Provide security support and assistance to events management committee as well as to ensure proper coordination of security planning before and during the MEC events.

**ENQUIRIES**

: Miyelani Tshabalala
: Tel No: 063 691 4046

**APPLICATIONS**

: Please apply online at http://professionaljobcentre.gpg.gov.za