

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: Kindly note that the following X2 posts were advertised in Public Service Vacancy Circular 15 dated 12 June 2020, the duties have been amended as follows (1). Ensure effective communication within the health setting. Take charge of a ward/ unit and ensure smooth running. Development SOPs and protocols for the department. Supervision and control of all material resources and manage costs, strict control of equipment and budget of the department. Liaise with hospital management regarding complex issues. Maintain sound relations and team work within the department. Ensure optimal utilizations of personnel in the unit. Ability to deal with conflict. Have knowledge of DoH policies and National Core Standards. Ensure training needs are met by staff. Quality patient care with prevention of Patient Safety Incidents. Programme of skilling staff through in-service training and demonstration. Develop systems to ensure efficient running of the ward. Conduct PMDS of all staff in the department. Competencies/Knowledge/Skills: Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e (Ms Word, Power Point). Ability to work independently and innovatively. Knowledge of nursing care processes, procedures, nursing strategy, 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. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, organizational, facilitation, presentation and decision-making skills. Problem solving skills within the limit of the public sector and institutional policy framework. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive: (Thelle Mogoerane Regional Hospital) with Ref No: TMRH-OMPCT-01. (2) Circular 19 dated 08 August 2020, The Job Title have been amended as follows (1) Admin Officer: (Thelle Mogoerane Regional Hospital) with Ref No: TMRH-RM-01. The closing date has been extended to 18 September 2020

OTHER POSTS

<u>POST 21/436</u>	:	<u>HEAD OF CLINICAL UNIT (PAEDIATRICS X2 AND INTERNAL MEDICINE X1)</u>
<u>SALARY CENTRE</u>	:	R1 728 807 per annum (all-inclusive package) Charlotte Maxeke Johannesburg Academic Hospital: Haematology Oncology Ref No: P: HAEMO/CMJAH/2020 (X1 Post) Cardiology, GIT, Neurology Pulmonology and Neurodevelopment Ref No: PAED/CMJAH/2020 (X1 Post) Internal Medicine Ref No: IM /CMJAH2020 (X1 Post)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for registration with the HPCSA as Medical Specialist in a normal speciality or a recognised sub-speciality Registration with the HPCSA as Medical Specialist in a normal speciality or in a recognised sub-speciality and proof of current. A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal Speciality or in a recognised sub-speciality in a recognised sub-speciality.
<u>DUTIES</u>	:	Provide and support Clinical services in the institution. Supporting the integration and extension of clinical services in the Health System. Manage all clinical and clinical support/auxiliary services in the institution, teaching and supervision of pre- and post- graduate students, participation in research and university committees. Must do quality audits and assist with the improvement of health services. Clinical risk management. Provide leadership, support and guidance regarding safe and appropriate medical practices. Facilitation of clinical governance processes within the institution. Unpack, disseminate, implement and enforce departmental policies. Implementation of institutional strategic and operational plans for clinical serviced. Represent clinical division at administrative and managerial committees, meetings, events and other a pertinent to clinical governance.
<u>ENQUIRIES</u>	:	Prof. M. Mulaudzi. Prof Mohamed Tel No: (011) 488 4246 011 488-3654

- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za Only online application will be considered. Please Use The Reference As The Subject.
- NOTES** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 18 September 2020
- POST 21/437** : **SENIOR CLINICAL MANAGER: MEDICAL SERVICES REF NO: SMMS/CMJAH/2020**
Directorate: Clinical Services
- SALARY** : R1 512 009 per annum (all-inclusive package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with HPCSA as a Medical practitioner. HPCSA registration as a Medical practitioner. A minimum of 6 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner. Following will be an added advantage: 5 years at management level. Post graduate Management qualification (e.g. MBA or MPH) Computer Literacy in Microsoft Package (MS Word, Excel and Power point) and a valid driver's license. Experience and knowledge in Administration, Finance and Supply Chain Management. Strong communication, customer management, leadership, interpersonal skills and strategic management the prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound knowledge and ability to implement policies and Public Service Legislative framework (such as National Health Act, PFMA, PSA and its regulations, Mental Health Act, and other relevant statutes).Must be able to work under pressure, cope with high workload and be willing to manage the hospital after hours.
- DUTIES** : Responsible for the leadership and management of the delivery of clinical services to CMJAH and Cluster Facilities. Coordinate and provide strategic leadership. Participate actively in administrative duties of the Departments. Ensure quality assurance, including clinical audits, are conducted in the Department in line with Ideal Hospital Framework, NHI preparations. Serve as the senior member of the hospital executive management team. Actively contribute to the formulation and implementation of the hospital operational plans. Support the hospital Executive and General Management with the day to day running of the department. Assist the EXCO in the discharge of any responsibilities which have been delegated. Participate in the management of activities of Far East Rand Hospital as a whole and attend all applicable management meetings. Ensure the employment of previously disadvantaged individuals in terms of race, gender and disability to enhance equity. Management of personnel performance and review thereof, (Contracting, quarterly review and final assessment).Report to the Office of the CEO. Perform any other duties delegated by the supervisor. Ability to work with people.
- ENQUIRIES** : Ms G.M. Bogoshi Tel No: (011) 488 3792
APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za Only online application will be considered. Please Use the Reference as the Subject.
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous

employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful.

CLOSING DATE

: 18 September 2020

POST 21/438

: **MEDICAL OFFICER SPECIALTY (GR 1-3) REF NO: JUB15/2020**

Directorate: Medical Unit- Family Medicine
Re-Advert

SALARY

: Grade 1: R1 106 040 per annum Plus Benefits
Grade 2: R1 264 623 per annum Plus Benefits
Grade 3: R1 467 651 per annum Plus Benefits

CENTRE

: Jubilee District Hospital

REQUIREMENTS

: Document required signed z83, certified copies, South African ID, Matric certificate or equivalent MBChB and MMed or FCA equivalent degree. Proof of current registration with council and Curriculum Vitae.

DUTIES

: The successful candidate will provide clinical services and consultancy work to Jubilee District Hospital as allocated. Facilitate and participate in the training, development and mentorship of under and post graduate students, including medical interns, community service and medical officers. The candidates will participate in the departmental outreach programmes and research activities. Strengthen and promote clinical effectiveness in Family medicine unit. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Foster effective teamwork and collaboration within the hospital. Facilitate and ensure effective communication with all management structures within the hospital and regular reports on activities. Assist with strategic and operational planning of services in the hospital and/or catchment area of the district hospital. Assist with the coordination and supervision of Family medicine services with the hospital and management of relevant human resources. Oversee the treatment and management of patients within the field of expertise. Provision of good quality, patient-centered and community-orientation care for all patients. Promote and ensure good continuity of care. Management of clinical services, attend to afterhours calls within the hospital, perform clinical visits and participate in management activities, ensure internal control and risk management, adhere to Batho Pele Principles and Patient Right Charter.

ENQUIRIES

: DR Mokwena M.J Tel No: (012) 717 9338)

APPLICATIONS

: Documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Temba, Jubilee District Hospital.

NOTE

: Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications South African ID, Matric certificate or equivalent MBChB and MMed or FCA equivalent degree. Proof of current registration with council must be attached.General Information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

CLOSING DATE

: 18 September 2020

POST 21/439

: **MEDICAL SPECIALIST (SURGERY) REF NO: EDVH/2020/01**

Directorate: Medical

SALARY

: R1 106 040 per annum per annum (plus benefits)

CENTRE

: Edenvale General Hospital

REQUIREMENTS

: Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Specialist Surgeon and a proof of current registration.

<u>DUTIES</u>	:	The potential candidate will be responsible for doing ward rounds, run surgical outpatient department and operate in theatre. Fulfil commuted overtime duties in the department. Teach and supervise students, interns, medical officers and registrars. Take part in academic teaching and training in the Hospital and at Wits University. Perform regular clinical audits. Conduct and publish research. Supervise or co-supervise MMEDs projects.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. Molewa Tel No: (011) 321-6000
<u>NOTE</u>	:	To be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Pedestrian gate (Next to taxi Rank), Applicants are encouraged to email their applications at Hrpool.edenvale@gauteng.gov.za Modderfontein Road, Edenvale. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	The institution reserves the right not to fill this post. Signed Z83 Application form with certified copies of qualifications and ID
<u>POST 21/440</u>	:	18 September 2020
<u>SALARY CENTRE REQUIREMENTS</u>	:	<u>MEDICAL SPECIALIST (ANAESTHETIA) REF NO: EDVH/2020/06</u> Directorate: Medical
<u>DUTIES</u>	:	R1 106 040 per annum per annum (plus benefits)
<u>ENQUIRIES APPLICATIONS</u>	:	Edenvale General Hospital
<u>NOTE</u>	:	Appropriate qualifications that allows registration with the Health professional council of SA (HPCSA) as a medical specialist and a proof of current registration. Must have FCA (SA). MMed (Anaes) and ICU experience will be advantageous. Sound clinical knowledge within the department of Anaesthesiology. Good communication and human relations. Sound knowledge of clinical procedures and protocol within the discipline. Stress tolerance and be able to work as a team. Self confidence and ability to build and maintain good relationship.
<u>CLOSING DATE</u>	:	Assessment and management of patients. Accept responsibility for administration of anaesthesia. Willingness to participate in the after-hours call system, with an undertaking to sign a contract to participate in 16 hours commuted overtime per week, is essential. Supervision of training of medical officers, interns and students. Participate in relevant academic / and training programmes. Provide support to the Head of Department, in ensuring an efficient standard of patient care and services are maintained. Assess patients, plan, initiate and supervise medical care management. Ensure the proper and economical use of equipment and other resources.
<u>POST 21/441</u>	:	Dr. Moodley Tel No: (011) 321-6000
<u>SALARY CENTRE REQUIREMENTS</u>	:	to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Second gate (Next to taxi Rank), Applicants are encouraged to email their applications at Hrpool.edenvale@gauteng.gov.za Modderfontein Road, Edenvale
<u>DUTIES</u>	:	The institution reserves the right not to fill this post. Signed Z83 Application forms with certified copies of qualifications and ID.
<u>ENQUIRIES APPLICATIONS</u>	:	18 September 2020
<u>NOTE</u>	:	
<u>CLOSING DATE</u>	:	
<u>POST 21/441</u>	:	<u>DEPUTY DIRECTOR: PHYSIOTHERAPIST REF NO: DDP/CMJAH/2020</u> Directorate: Physiotherapy
<u>SALARY CENTRE REQUIREMENTS</u>	:	R857 559 per annum
<u>DUTIES</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>ENQUIRIES APPLICATIONS</u>	:	Appropriate qualification that allows for registration with HPCSA. A minimum of 3 appropriate experience after registration with HPCSA .Must be currently registered with HPCSA. The following will be an added advantage: A Diploma/Degree in Management. 3 to 5 years' experience in Management as (Assistant Director or Chief Physiotherapist), Computer Literacy and Valid Driver's Licence. Relevant experience in research and data analysis will serve as an advantage. Understanding of relevant Acts prescripts and Legislations. Relevant experience in HR (Human Resource) and Financial Management. Demonstrate the ability to use Health information for planning. The applicant must possess to work under pressure. Ability to lead a team to implement strategy in daily operations to achieve outcome set.
<u>NOTE</u>	:	Provide strategy leadership and management in the Physiotherapy department at CMJAH. Collaborate relevant physiotherapy services in the cluster. Ensure clinical training and supervision of student cluster ideal frame work and NHI preparations. Participate in relevant executive and management structure in

the hospital and Cluster. Manage HR, Finance and all resources of the department.

ENQUIRIES : Dr. O Ubogu Tel No: (011) 488 3225

APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za Only online application will be considered. Please Use The Reference As The Subject.

NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful.

CLOSING DATE : 18 September 2020

POST 21/442 : **DEPUTY DIRECTOR HUMAN RESOURCE MANAGER REF NO: SEB-HR-01**
Directorate: Human Resource Management

SALARY : R733 257 per annum (all-inclusive package)

CENTRE : Sebokeng Hospital

REQUIREMENTS : National Diploma / Degree in Human Resource, 10 years' experience in HR and at least 5 years' experience in Human Resource as an Assistant Director. Computer literacy (MS Word, MS Excel and Power Point). Knowledge of and experience in Persal System. Knowledge of the Public Service Act, Finance Management Act and Other legislative prescripts that govern Human Resource Management, knowledge of the Human Resource administration process. Ability to communicate well with people at different levels and from different backgrounds. Must be customer-focused individual with excellent planning, organizing (verbal and written), good interpersonal relations and presentation skills. Ability to interact at strategic level and implement turn-around strategies. Proven project management skills. Supervisory, planning and organizing skills. Must be able to work under pressure.

DUTIES : Manage and render effective personnel administration, salary administration and leave administration. Manage all conditions of service practices. Give guidance, manage and monitor safekeeping recordkeeping of personal information and ensure compliance with Human Resource legislative framework and prescripts. Manage and oversee the smooth-running and functioning of the Conditions of Service Unit. Ensure that the units monthly and quarterly reports are compiled and presented. Participate in management committees meetings. Give advice on procedural policy matters to line managers and end users. Manage and supervise staff and activities within the department. Train and motivate staff. Administrate discipline and implement grievance procedures. Direct and manage performance of team players and attend to meet Batho Pele standards for customer in all areas within the hospital. Review performance of team players and attend to audit queries. Report on sectional activities collate statistics for management analysis. Compile and update reports. Contribute to the departments planning budgeting and procurement process as well as monitoring and evaluation. Comply with Performance Management and development system (contracting, Midyear reviews and final assessment.

ENQUIRIES : Ms. MA Madolo Tel No: (016) 930 3300/06

APPLICATIONS : Should be posted to Sebokeng Hospital, Private Bag X058, Vanderbijlpark, 1900.or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng. Online applications cannot be accommodated due to system challenges.

NOTE : Applications must be submitted on Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za the completed documents and signed form should be accompanied by a recent updated CV as well as certified copies of all qualifications and ID document(no copies of certified copies allowed. Certification should not be more than 6 months old). Failure to submit all the requested documents will result in the application not being

considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB People With Disabilities Are Encouraged To Apply. Recommended Candidates Will Be Subjected To Medical Assessment.

CLOSING

: 18 September 2020

POST 21/443

: **DEPUTY DIRECTOR (INFORMATION COMMUNICATION AND TECHNOLOGY) REF NO: DDICT/CMJAH/2020**

Directorate: Information Communication and Technology Department

SALARY

: R733 257 per annum

CENTRE

: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS

: A recognised 3-year Degree/ National Diploma in Information Systems/ Informatics/ Information Communication and Technology/ Information Technology/ ICT Security or Bachelor of Science (BSc) Computer Studies from a SAQA recognised Institution(s) with at least 10 years' relevant experience of which a minimum of 3 years' experience in the relevant field should be at an Assistant Director or equivalent level. The following key competencies and attributes are essential: Systems development, Business analysis, Server administration, ICT Security and Risk Management, System analysis, Cisco Network Support, Application Support and Project Management, Service management, General management, and Disaster recovery. . Good planning and organizing skills; Excellent communication skills (verbal and written); Good human relations; Ability to meet commitments and produce results; Conflict management skills; Self-assured and confident in own abilities; Ability to be calm and level headed under pressure; Willingness to work flexi and shift hours when required. Driver's licence is required.

DUTIES

: The incumbent will be responsible to: Overall management of ICT department including technical, service management, telephony exchange, disaster management and human resources. Being a member of the hospital executive committee, the incumbent will support the departmental and hospital strategic plans and render an effective ICT support services to the institution and the cluster that is aligned with both the hospital and cluster operational plans. Management of ICT projects and leading the development of systems in the hospital and cluster. Maintain high availability of ICT services including the health information systems, local area network and wide area network, active directory, transversal systems, and all other CMJAH applications. Use management software to identify and locate faults and problem areas. Business and system analysis duties. Perform server administration, network maintenance and application monitoring. Support system applications used in the various departments of the hospital. Provide support for video, voice and mobile communication services. Management of service desk system and ensure effective client relations. Management of contracts and service level agreements (SLAs) with both internal users and external parties. ICT Governance, Audit, ICT security and disaster recovery including management of backups. Advice on new technology. Supervise and provide skills development to ICT human resources. Training of end-users to ensure that they are kept abreast of technologies employed in the hospital and the department. Management of the analogue and IP telephony (VOIP) systems. Responsible for general, human and financial management of the ICT department.

ENQUIRIES

: Mr N. Ramosa Tel No: (011) 488 4572

APPLICATIONS

: Applications should be submitted on a (PDF Format only) to the following email-address Supportthr.Cmjah@gauteng.gov.za Only online application will be considered. Please Use The Reference As The Subject.

NOTE

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to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful
18 September 2020

CLOSING DATE

POST 21/444

ASSISTANT MANAGER NURSING SPECIALTY STREAM (CTD) REF NO: PN-B4 /09/CMJAH 2020

Re-advertisement

Directorate: Nursing - Central Teaching Department

SALARY

CENTRE

REQUIREMENTS

Grade 1: R614 991.per annum PN-B4 (plus benefits)

Charlotte Maxeke Johannesburg Academic Hospital

Basic R425 qualification (diploma/ degree in nursing) or equivalent that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC as professional nurse and proof of current registration. A post basic nursing qualification of the duration of 1 year, accredited with SANC in the relevant specialty. Have a minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year Post Basic Qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. A post basic Nursing Education qualification is compulsory. Computer literacy will be added advantage.

DUTIES

Develop the Operational Plan for training and development for the nursing department and implement in-service training programme for the hospital. Coordination of nursing department's training and compiling of yearly teaching programme. Implement and coordinate on-the-job staff development/ training of permanent staff, post basic students and basic students. Coordination of orientation and induction of all new staff in the institution. Promotion of quality nursing care in line with National Core standards. Participate in quality, skills development, institutional research, ethics and other committees in the institution. Coaching and Mentorship of nurses. Monitor compliance with the CPD Points in Nursing. Propose and operationalize the business case of CTD's (Central Teaching Department). Develop Training in line with National core standards/Ideal Hospital Framework. Coordinate clinical placement of nursing students and monitor absenteeism. Liaising with affiliate training institutions. Compile student absenteeism reports and training statistics for the nursing department and attend stakeholder meetings. To ensure that nursing is practiced safely and ethically. Do call on rotational basis. Perform other extra duties as mutually determined by the institution. Expected to relieve Nursing Manager when required.

ENQUIRIES

APPLICATIONS

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

Applications should be submitted on a (PDF Format only) to the following email-address Responsehandling.Cmjah@gauteng.gov.za Only online application will be considered. Please Use the Reference As The Subject

NOTE

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CLOSING DATE

18 September 2020

POST 21/445

OPERATIONAL MANAGER NURSING SPECIALTY REF NO: OPS/9/CMJAH2020

Directorate: Nursing Department – Organ Transplant Programme

SALARY

CENTRE

REQUIREMENTS

R562 800 per annum (plus benefits)

Charlotte Maxeke Johannesburg Academic Hospital

Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration

with SANC as Professional Nurse and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Critical Care Nursing. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year post basic qualification in Critical Care Nursing. Knowledge of organ donation and transplant processes will be added advantage. Computer literacy and driver' licence will be added advantage.

DUTIES

: Demonstrate an in-depth understanding of nursing related legal and ethical nursing practices and how it impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies. Will be required to do calls as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices.

ENQUIRIES APPLICATIONS

: Ms. MN. Morare Tel No: (011) 488 3155
 : Applications should be submitted on a (PDF Format only) to the following email-address Responsehandling.Cmjah@gauteng.gov.za Only online application will be considered. Please use the reference as the subject.

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CLOSING DATE

: 18 September 2020

POST 21/446

: **ASSISTANT MANAGER NURSING (AREA) PN-A7 REF NO: ODI/26/08/2020/01 (X2 POSTS)**
 (Re-Advertisement). Candidates who meet the requirements and were previously applied are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS

: R562 800 per annum (plus benefits)
 : Odi District Hospital
 : Basic R425 qualification (i.e. Diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Diploma in Midwifery required. Diploma in Nursing Administration as an added advantage. Registration with SANC as a professional nurse. Proof of current registration with SANC. A minimum of 8 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC. At least 3 years of the period referred to above must be appropriate recognizable experience at management level (less 1-year experience for candidates appointed outside a public service after complying with registration requirements). Knowledge of nursing care

- processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act.
- DUTIES** : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate comprehensive on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e inter-professional, inter-sectoral and multidisciplinary teamwork). Manage, monitor and ensure proper utilization of human, financial and physical resources. Participate in the analysis, formation and implementation of nursing guideline, practices, standards and procedure. Expected to work night duty as a supervisor when necessary. Participate in the nursing management team for both day/night. To be part of the nursing management team. Act on behalf of Nursing Service Manager (Day/Night) and all other managers especially on night and after hours. Communication skill is highly expected. Expected to recommend, advice, give in form of report, letters and memos. General and strategic advices, nursing and management support. Maintain professional growth/ethical standards and self -development: SANC, Nurses day involvement, promoting the image of both nursing and hospital.
- 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.
- ENQUIRIES** : Ms. EP Ntsie Tel. No: (012) 725 2312
- NOTE** : Applications must be submitted on form Z83, obtained from any Public Service Department. The completed and signed forms should be accompanied by a recently CV as well as certified copies of all qualifications and ID document (no copies of copies allowed. Certified copies should not be more that than six months old.
- CLOSING DATE** : 18 September 2020
- POST 21/447** : **CHIEF CLINICAL TECHNOLOGY (CARDIOVASCULAR PERFUSION) REF NO: CLINTECH/01/2019**
Directorate: Clinical Technology (Cardiovascular Perfusion)
- SALARY** : R466 119 per annum
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA in cardiovascular Percution (Clinical Technologist). Registration with the HPCSA as a Clinical Technologist. A minimum of 3 years' appropriate experience in the relevant profession after registration with the HPCSA. Proof of current registration with the HPCSA.
- DUTIES** : The chief cardiovascular perfusion would have to manage their team to overlook three theatres, adult cardiac surgery, paediatric surgery and thoracic surgery for cardiopulmonary bypass, cell saving, intra-aortic balloon pumps and ecmo. He/she should be available for on call services for emergency cases that require theatre,467 ICU CMJAH manage their team to render on-call services especially for Ecmo patient management and for intra-aortic balloon pump insertion and management in ICU emergencies/ 576 ICU CMJAH manage their team to render ecmo services and do calls for management of ecmo patients. Gastroenterology and Hepatologyy Department DGMC to provide cell saving services for state liver transplant patients and cover calls as well for Donald Gorgon liver Transplants. Training of Students the Chief Cardiovascular Perfusion will oversee the training and teaching of the students in theatre. Management of Perfusion Related Stockthe chief cardiovascular perfusion is also responsible for the ordering of perfusion related stock, to ensure the smooth running of the above services rendered.
- ENQUIRIES** : Dr. O. Ubogu Tel No: (011) 488 3225
- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email address: medicalhr.cmjah@gauteng.gov.za. Only online application will be considered. Please use the reference as the subject.
- NOTE** : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous

employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful.

CLOSING DATE

:

18 September 2020

POST 21/448

:

PROFESSIONAL NURSE THEATRE SPECIALTY REF NO: JUB16/2020 (X4 POSTS)

Directorate: Nursing

SALARY

:

R383 226 - R579 696 - per annum Plus Benefits

CENTRE

:

Jubilee District Hospital

REQUIREMENTS

:

Basic R425 qualification, Diploma/Degree in nursing equivalent qualification that allows registration with SANC as a Professional nurse. Current registration with SANC. A post basic qualification with a duration of at least one year accredited with SANC in theatre speciality. A minimum of 4 years appropriate/recognized experience in nursing after registration as a Professional nurse with SANC in general nursing.

DUTIES

:

Perform both clinical and administrative duties as required as per SANC requested. Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care, provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including complex report writing as required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Develop and implement quality assurance program, policies, operational plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of patient's complaints and waiting time. Promote quality of nursing care as directed by the professional scope of practice and standard as determined by the institution and other regulating bodies.

ENQUIRIES

:

MS Tamenti A.L.P Tel No: (012) 717 9398

APPLICATION

:

documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital

NOTE

:

Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General Information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

CLOSING DATE

:

18 September 2020

POST 21/449

:

MIDDLE MANAGER: HUMAN RESOURCE OFFICER REF NO: CHBAH 310 (X1 POST)

Directorate: Human Resource (HR Development and Performance Management)

SALARY

:

R376 596 - R454 920 per annum (Level 09) (Plus Benefits)

CENTRE

:

Chris Hani Baragwanath Academic Hospital

REQUIREMENTS

:

Grade 12 or equivalent qualification and National Diploma/Degree or equivalent qualification with five (5) years' experience in human resource on a supervisory level. Computer literacy (Microsoft Office Suite, Ms Word, Ms Excel and Ms PowerPoint). Must have excellent presentation skills, experience in dealing with the public, ability to communicate well with people at different levels and from diversified backgrounds. The prospective appointee should have sound verbal and written communication skills, sound organizational and

planning skills. High level of reliability and ability to handle confidentiality. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Basic skills on report writing. Ability to work under pressure and to take initiative. Ability to work independently and in a team. Sound knowledge of the public service regulations, public service act and a myriad of other relevant human resource legislative imperatives. Experience in training and development plus performance management and development system (PMDS) are essential requirements for the post. Knowledge and application of project management principles is essential. Medical surveillance as an inherent job requirement.

DUTIES

: Support the Deputy Director in the management of the Human Resource Development (HRD) and performance management in the Hospital. Manage the implementation of the HRD and performance management policies, plans and strategies. Develop internal control measures, guidelines and standard operating procedures on training and development plus performance management of employees in line with National and Departmental human resource practices, guidelines and policies. Ensure the implementation of the Adult Education and Training (AET), Internship and Learnership, Professional Development, Generic Training plus Orientation and Induction Programmes. Continually improve service delivery and administer performance measures through the development and pursuing a systems approach to employee development based upon the Gauteng Department of Health (GDOH), Hospital's skills gap analysis and Performance Management and Development (PMD) outcomes. Coordinate the compilation of the Hospital's Workplace Skills Plan (WSP), coordinate the Skills Development Committee meetings and ensure the engagement of all stakeholders. Prepare quarterly and annual training reports. Manage the implementation of grade and pay progression for professional and administrative cadres under both the occupation specific dispensation (OSD) and Non-OSD categories. Attend to audit queries and the implementation of the recommendations thereof. Provide training and support to direct reports in the Unit. Manage the Ideal Hospital Framework Advice management and the department on human resource development practices, procedures, guidelines and policies, etc. Do other reasonable adhoc exercises and tasks as and when required to enhance service delivery in the Hospital. Adhere to timelines on projects. Monitor and evaluate policy implementation and suggest improvements. Co-ordinate and execute the training and induction of staff in the hospital. Be willing to undergo continuous training and development. Attend and run meetings and training programmes as approved and delegated by the Head of the sub-directorate. Management of personnel performance and review thereof in the sub-division.

ENQUIRIES
NOTE

: Mr ZP Khanyile Tel No: (011) 933 8022

: 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 or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 or Email to: Chbah.recruitment@gauteng.gov.za. Applications must be submitted on 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 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The 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 disability are encouraged to apply.

- CLOSING DATE** : 18 September 2020
- POST 21/450** : **EMS COURSE CO-ORDINATOR REF NO: LCOEC/ACADEMIC/01/2019 (X 4 POSTS)**
- SALARY** : Grade 1 - Grade 4: (R318 042 – R505 113 per annum. (plus benefits))
CENTRE : Lebone College of Emergency Care
REQUIREMENTS : B-Tech degree with 3 years after registration with the HPCSA as Emergency Care Practitioner (ECP). Current registration with the Health Professions Council of South Africa (HPCSA). Experience in EMS Education and Training. Qualification as an assessor, facilitator, moderator, Management Qualification/ experience and formal Education qualifications will be an Advantageous. Excellent communication and interpersonal skills as well as writing and verbal communication skills in English. Computer literacy in MS Word, Excel and Power Point is mandatory. Valid code C1 driver's licence with PDP. Knowledge and ability to apply Legislation and Policy Framework governing EMS. Candidate must be familiar with Legislation and Regulations governing Human Resources, Public Finance and Procurement Management in the Public Sector.
- DUTIES** : Work within the EMS Education, Training and Development in South Africa. Apply legislation Act, Regulations and Policy framework governing EMS Education and Training e.g. SAQA Act, Skills Development Act, Employment Equity Act. Further Education and Training Act and other key legislation. Ensure that all aspects of the course are aligned with the HPCSA Regulations. Coordination of all theoretical and practical components of the course. Management of the quality assurance of all aspects of the course. Liaison and Communication with various stakeholders of the College including HPCSA and Local Government. Must be willing to work with learners during experiential learning as per College Policies. On road shifts and inspect/ oversee learners on hospital and road practical phase. Be able to manage formative and summative assessments of learners efficiently and effectively. Ensure all equipment and learning aids are aligned with HPCSA Regulations and sound Education practices. Provide reports to the Principal when required. Must be willing and able to participate in research at the College. Submission of annual report to the Principal. Management of all College staff involved on the course and responsible for performance management of staff and learners.
- ENQUIRIES** : Mr S Sithole / Ms B Ramatsetse Tel No: (012) 356 8000/8098
APPLICATIONS : 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** : 18 September 2020
- POST 21/451** : **EMS COURSE CO-ORDINATOR REF NO: LCOEC/ACADEMIC/02/2020 (X 4 POSTS)**
- SALARY** : Grade 1 - Grade 4: R318 042 – R505 113 per annum (plus benefits)
CENTRE : Lebone College of Emergency Care
REQUIREMENTS : B-Tech degree with 3 years after registration with the HPCSA as Emergency Care Practitioner (ECP). Current registration with the Health Professions Council of South Africa (HPCSA). Experience in EMS Education and Training . Qualification as an assessor, facilitator, moderator, Management Qualification/ experience and formal education qualifications will be an Advantageous. Excellent communication and interpersonal skills as well as writing and verbal communication skills in English. Computer literacy in MS Word, Excel and Power Point is mandatory. Valid code C1 driver's licence with PDP. Knowledge and ability to apply Legislation and Policy Framework governing EMS. Candidate must be familiar with Legislation and Regulations governing Human Resources, Public Finance and Procurement Management in the Public Sector.
- DUTIES** : Work within the EMS Education, Training and Development in South Africa. Apply legislation Act, Regulations and Policy framework governing EMS Education and Training e.g. SAQA Act, Skills Development Act, Employment Equity Act. Further Education and Training Act and other key legislation. Ensure that all aspects of the course are aligned with the HPCSA Regulation s. Coordination of all theoretical and practical components of the course. Man

agement of the quality assurance of all aspects of the course. Liaison and Communication with various stakeholders of the College including HPCSA and Local Government. Must be willing to work with learners during experiential learning as per College Policies. On road shifts and inspect/oversee learners on hospital and road practical phase. Be able to manage formative and summative assessments of learners efficiently and effectively. Ensure all equipment and learning aids are aligned with HPCSA Regulations and sound Education practices. Provide reports to the Principal when required. Must be willing and able to participate in research at the College. Submission of annual report to the Principal. Management of all College staff involved on the course and responsible for performance management of staff and learners.

**ENQUIRIES
APPLICATIONS**

Mr S Sithole / Ms B Ramatsetse Tel No: (012) 356 8000/8098
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

18 September 2020

POST 21/452

HUMAN RESOURCE OFFICER REF NO: CHBAH 311 (X2 POSTS)

Directorate: Human Resource (Talent Attraction, Staff Establishment Control & HR Information Management)

**SALARY
CENTRE
REQUIREMENTS**

R257 508 – R303 339 per annum (Level 07) (plus benefits)
Chris Hani Baragwanath Academic Hospital
Grade 12 and at least 3 years' experience in Talent Attraction/Source & Select, Staff Establishment Management Control and HR Information Management. Experience in office administration and document management. Must be computer literacy (Ms Office). Knowledge and experience of PERSAL System and Staff Establishment. Knowledge of Human Resource Information Management (HRIM). Knowledge of the Public Service Act, Public Finance Management Act, Public Service Regulations, Prescripts that govern the recruitment and selection in the public service other employment related legislative prescripts that govern Recruitment and Selection and Human Resource Management. Must be a self-driven, customer focused individual with Excellent planning, organizing, communication (verbal and written), interpersonal relations, report writing, time management skills. The applicant should be able to manage conflict, work independently and also work within a team. The appointee should be able to work under pressure. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES

Receive requests of filing of posts. Verification of posts information on the PERSAL system. Request PERSAL reports, distribute to Line Managers and backup. Prepare management information reports. Draft advertisements for post filling. Quality assure advertisements as per applicable legislation and prescripts (e.g. Code of remuneration and the Occupation Specific Dispensation, etc.). Publish approved advertisements. Manage the response handling exercise for the Hospital by receiving, sorting and capturing of applications on HR database. Maintenance of applications' database. Pre-shortlist applications as per minimum requirements. Liaise with the South African Qualifications Authority (SAQA) on the verification of qualification and conduct criminal record check for shortlisted candidates with the appropriate agencies. Prepare documentation for shortlisting. Ensure that advertisements and pre-shortlisting are conducted within the agreed timeframes. Manage and render effective personnel administration. Monitor and ensure compliance on all areas in the Unit. Give advice on procedural policy matters to supervisors, line managers and end-users. Supervision of staff and their activities within the department. Training and motivation of staff. Administer discipline and ensure that grievance procedures are adhered to. Perform any reasonable task allocated by Manager. Attend workshops, meetings, and training as required and instructed by supervisor. Practice Performance Management and Development System as per legislation (Contracting, reviewing, and final evaluation).

**ENQUIRIES
APPLICATIONS**

Ms. L Mazibuko Tel No: (011) 933-8394
should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 or Email to: Chbah.recruitment@gauteng.gov.za.

- NOTE** : Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). 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, identity verification, qualifications verification, criminal record checks, credit/ financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The 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 disability are encouraged to apply
- CLOSING DATE** : 18 September 2020
- POST 21/453** : **PERSONAL ASSISTANT REF NO: TDH 011 /2020**
Directorate: CEO, s Office
- SALARY** : R257 508 -R303 339 per annum (plus benefits)
- CENTRE** : Tshwane District Hospital
- REQUIREMENTS** : Grade 12 with Secretarial National Diploma/Office Administration qualification or equivalent with 5years experience in rendering a support to Senior Management .Knowledge on the relevant legislation/policies/prescripts and procedures. Computer literacy (Microsoft Word, Excel, Outlook and Power Point, Project Office) is essential. Proficient users of Microsoft Office suites and will be subject to test.Skills and Competencies. Language skills and the ability to communicate well with people at different levels and from different backgrounds.Good telephone etiquettes, High level of reliability, ability to do research and analyse documents and situations.Basic knowledge on financial administration .Code 08 driver’s license is an added advantage. Ability to work under pressure.
- DUTIES** : Provide Secretarial /administration support service to the CEO.Manage the diary of the CEO and support the CEO with the administration of the SNT on a monthly basis. Receive telephone calls in an environment where in addition to the calls for the Senior Manager, discretion is required to decide to whom the call should be forwarded in the process the job incumbent should finalize some enquiries. Operate and ensures that office equipment e.g. fax machines and photocopies are in good working order. Render administrative support services.Scrutinize routine submission/reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholder’s .stakeholders. Provide support to the CEO regarding meetings, record minutes /decisions and communicate to relevant role-players, follow –up on progress made. Collect and compile all necessary documents for the manager to inform him/her on the contents that includes reports for the AG.Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
- ENQUIRIES** : Dr Nkusi S Tel No: (012) 354 –7653
- APPLICATIONS** : Applications must be sent directly to: Tshwane District Hospital, Private Bag X179, Pretoria, 0001 OR hand deliver to Cnr Dr Savage and Steve Biko Road, Pretoria.
- NOTE** : The appointed employee will be subject to Personnel Suitability check and medical surveillance as required in the HBA at no cost.People with disabilities are welcome to apply .Applications must be filled on a Z83 Form accompanied by a comprehensive cv.at least three references must be on a CV .Candidate must ensure that all qualifications and ID are certified copies and copies are not older than 6months.Applications must indicate the post reference number on their applications.Please note that Tshwane District Hospital is a COVID 19 Hospital, drop your CV in a box at the gate with the securities .If you do not

receive a response within 3 months, note that your applications was not succesful.

- CLOSING DATE** : 18 September 2020
- POST 21/454** : **PERSONAL ASSISTANT REF NO: ERVH2020/12**
Directorate: Administration and Management
- SALARY** : R257 508 per annum (Level 07) (plus benefits)
CENTRE : Edenvale Regional Hospital
REQUIREMENTS : Minimum requirements: Matric plus relevant secretarial/Office Administration Diploma or Degree with 2 or more years of experience in secretarial/ office administration environment. Excellent computer skills in Microsoft office. Must have an eye for detail, Excellent organizational skills, ability to multi-task, excellent communication, and report writing skills, ability to work under pressure, professional etiquette as the face of the CEO/ senior manager's office. Must have high level of reliability and ethics, commitment to work beyond the call of duty, be able to maintain high level of confidentiality, have tact and discretion. Be able to work in a team and independently.
DUTIES : Provide administration and overall secretarial/receptionist support to the CEO's office. This will, inter alia entail the following: - Establish and maintain efficient administration system for work coordination. Office management, diary management, organize and plan logistics for meetings, take minutes and ensure proper record keeping. Ensure strategic decisions taken in meeting are actioned timeously. Organize refreshments for visitors and other stakeholders that may engage with the office. Screen correspondences and receive telephone calls. Receive and direct correspondence to relevant managers or departments. Create and maintain an appropriate filing system. Operates office equipment like fax machines and photo copiers. Order and manage standard items like stationary, refreshments e.t.c and has understanding of cost center management and cost containment. Remains abreast with the procedures and process that apply in the office of the CEO. Studies the relevant Public Service and department prescripts/policies and other documents to ensure that the application therefore is understood properly. Drafts routine correspondence and reports if required. Collects all relevant documents to ensure the CEO is prepared for meeting.
- ENQUIRIES** : Mr. JKA Buthelezi Tel No: (011) 321 6003
APPLICATIONS : to be send to: Edenvale hospital, Resource Department Private Bag X 1005, Edenvale, 1610 or hand delivered to: Edenvale hospital, Pedestrian gate (Next to taxi Rank), Applicants are encouraged to email their applications at Hrpool.edenvale@gauteng.gov.za Modderfontein Road, Edenvale,. People with disability are encouraged to apply.
- NOTE** : The institution reserves the right not to fill this post. Signed Z83 Application form with certified copies of qualifications and ID
- CLOSING DATE** : 18 September 2020
- POST 21/455** : **HUMAN RESOURCE OFFICER REF NO: CHBAH 312 (X1 POST)**
Directorate: Human Resource
- SALARY** : R257 508 – R303 339 per annum (Level 07) (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Grade 12 with 3 years' experience in Recruitment and Selection. Computer literacy (Ms Office). Must have knowledge and experience in the operations of the PERSAL System. Must be able to plan, organize and coordinate the activities of the section. Experience in dealing with the public. Ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Ability to deal with conflict and maintain discipline. Ability to handle multiple information maintain confidentially. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette. Strong analytical, thinking, problem solving and interpersonal relationship skills. Good office management skills. Document flow and record management skills. Must be able to work under pressure and also be able to work independently, but possess the skills to operate within a team. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Knowledge of processing appointments for PERSAL capturing. Knowledge and application of the Batho Pele Principles and knowledge of the Labour Relations processes. Must be conversant with all legislation pertaining to Recruitment and Selection procedures e.g. Basic Conditions of Employment

		Act, Public Service Regulations, Public Service Coordinating Bargaining Council resolutions, Departmental Recruitment and Selection policy, Employment Equity Act, to mention just a few. Ability to interpret prescripts governing the sphere of the operations of the Unit. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.
<u>DUTIES</u>	:	Reporting to the Assistant Director, the incumbent will ensure effective support in Recruitment, Selection and Appointment processes. Supervising the activities within Recruitment and Selection. Ensure proper adherence to the Recruitment and selection legislation framework. Monitor daily planning, scheduling and deadlines of team members (direct and indirect reports). Assist and support team members on a daily basis and manage attendance. Maintain Recruitment and Selection database. Conduct safekeeping and recordkeeping of personnel, shortlisting and interview information. Type documents/correspondence and conduct proper filing thereof. Render effective personnel administration in accordance with the regulatory frame work and guidelines relating to general office function. Adhere to timelines. Attend to Recruitment and Selection related telephonic, verbal and audit queries in a professional manner and give guidance and advice. Record, organize, control, store, and retrieve information. Submit weekly and monthly stats. Ensure safekeeping of documents and filing of all related documents. Contribute to the Hospital's planning and procurement processes on a daily basis. Attend workshops, meetings and training as approved by manager. Maintaining of user-friendly office. Adhere to all legal instructions given in writing or verbally by a senior staff member. Sit in at shortlisting and interviews as an advisor. See that policies and procedures are adhered to. Supervise team members. Coach and support practitioners in their activities. Overall management of the team and review thereof (Contracting, quarterly review and final assessment).
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. A Werth Tel No: (011) 933-8970
	:	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 or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 or Email to: Chbah.recruitment@gauteng.gov.za .
<u>NOTE</u>	:	Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Documents to be attached is ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). 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, identity verification, qualifications verification, criminal record checks, credit/ financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The 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.
<u>CLOSING DATE</u>	:	18 September 2020
<u>POST 21/456</u>	:	<u>LABOUR RELATIONS OFFICER REF NO: TRH 05/2020</u> Directorate: Human Resources Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07) Tshwane Rehabilitation Hospital National Diploma/Degree in Labour Relations/Human Resources Management with 2-5 years' experience in Labour Relations, valid driver's licence, computer literacy and excellent communication skills.
<u>DUTIES</u>	:	Initiate and promote training on labour relation matters for staff. Implement, monitor and evaluate compliance on collective agreements, policies and relevant legislation. Render advisory service to all institutional managers and

employees regarding labour relations matters. Investigations of misconduct cases and grievances, compiling reports and database, management of strikes and disputes. Representing the hospital in disciplinary hearings. Promote peace in the workplace between management and staff. Facilitate and chair multilateral and bilateral meetings. Ensure statistics are compiled and submitted on time.

ENQUIRIES : Mr MG Polo, Tel. No: (012) 354–6816
APPLICATIONS : must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, 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 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 that specifies the following: All experience indicating the position, institution and respective dates (DD/MM/YY). Documents to be attached is certified ID document, certified copies of qualifications, relevant council registration certificate and proof of current registration (Where applicable). Certification should not be more than six (6) months old and the stamp must be original. 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. Males and people with disability are encouraged to apply

CLOSING DATE : 18 September 2020

POST 21/457 : **HUMAN RESOURCE OFFICER (LABOUR RELATIONS) REF NO: LR7/CMJAH/2020**
Directorate: Human Resource Department

SALARY : R257 508 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Qualifications & Experience: Grade 10 or equivalent with more than 10 year's relevant experience or Grade 12 or equivalent with 3 to 5 years' experience or a relevant Diploma or Degree from a recognized tertiary institution in Human Resource (Labour Relations) with a maximum of 2 years' relevant experience. Valid Driver's License. Knowledge: Sound knowledge of Human Resource Management with emphasis on Staff Relations In-depth knowledge of Legislative Prescripts, Computer Literacy – Ms. Office (Word, Excel, Outlook & PowerPoint, Persal system, a range of work procedures such as Finance, HR matters, Safety, Labour matters. Administration procedures relating to specific working environment including norms and standards. Reporting procedures, procurement directives and procedures. Skills: Planning and organising, Sound analytical thinking, good interpersonal relation, problem solving and decision-making. Mathematics, relationship and maintaining discipline. Formulation and editing, conflict resolution, research and Competencies Required. Good verbal communication and report writing skills. Key Performance Areas amongst others; Investigate allegations of misconduct and grievance cases. Write misconduct and grievance reports. Be able to draft charge sheets, prepare witnesses and represent the employer in disciplinary and grievance hearings. Advise management on labour relations issues. Analyze trends on misconduct, grievances and provide training. Identify labour relations training needs for managers, supervisors and employees in the department and provide training. Maintain and promote sound labour peace within the Institution. Facilitate bilateral and multilateral meetings between management and organized labour. Assist head office with preparation of disputes cases. Prepare and submit accurate statistics reports to management

DUTIES : Key Performance Areas amongst others; Investigate allegations of misconduct and grievance cases. Write misconduct and grievance reports. Be able to draft charge sheets, prepare witnesses and represent the employer in disciplinary and grievance hearings. Advise management on labour relations issues. Analyze trends on misconduct, grievances and provide training. Identify labour relations training needs for managers, supervisors and employees in the department and provide training. Maintain and promote sound labour peace within the Institution. Facilitate bilateral and multilateral meetings between management and organized labour. Assist head office with preparation of disputes cases. Prepare and submit accurate statistics reports to management

and head office. Ensure the adherence to the Labour Relations Act, Basic Conditions of Employment Act and other relevant legislative prescripts and collective agreements.

**ENQUIRIES
APPLICATIONS**

: Mr. SM. Mpyana Tel No: (011) 488 4457/4426
: Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za Only online application will be considered. Please Use The Reference As The Subject.

NOTES

: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful.

CLOSING DATE

: 18 September 2020

POST 21/458

: **ADMINISTRATION OFFICER REF NO: AO/CMJAH/2020**
Directorate: Patient Affairs Department

**SALARY
CENTRE
REQUIREMENTS**

: R257 508 per annum (plus benefits)
: Charlotte Maxeke Johannesburg Academic Hospital
: Qualifications & Experience: Grade 10 or equivalent with more than 10 year's relevant experience or Grade 12 or equivalent with 3 to 5 years' relevant experience or a relevant 3 year National Diploma or Degree from a SAQA recognized tertiary institution with a maximum of 2 years' relevant experience. Valid Driver's License. Knowledge: Sound knowledge of Office Administration Management with emphasis on PFMA, Patient Affairs. In-depth knowledge of Legislative Prescripts, Computer Literacy – Ms. Office (Word, Excel, Outlook & PowerPoint, Medicom System, a range of work procedures such as Finance, HR matters, Safety, Labour matters. Administration procedures relating to specific working environment including norms and standards. Reporting procedures, procurement directives and procedures. Skills: Planning and organising, Sound analytical thinking, good interpersonal relation, problem solving and decision-making. Mathematics, relationship and maintaining discipline. Formulation and editing, conflict resolution, research and Competencies Required. Good verbal communication and report writing skills. The following will be an added advantage: An extensive knowledge of Accident and Emergency / Casualty, X-ray departments and Clinics will be an added advantage. Good office management skills and the ability to work under pressure. Be prepared to rotate as a reliever to other sections within Patient Administration Department. Ability to implement policies including Code of conduct, Batho Pele Principles and Ministerial priorities.

DUTIES

: Manage Patient Admin Personnel in the Section. Provide leadership and guidance to clerical personnel and coordinate their activities. Facilitate proper and classification and re-classification of patients and sustain internal controls in ensuring revenue collection. Ensuring proper updating of patient's information on MEDICOM. Train Patient Admin Staff. Attend to all rejections. Meet all the deadlines and relieve other supervisors during their annual or sick leave as required. Ensure Personnel contracted, assessed and developed accordingly in terms of PMDS. Manage office supplies and stationery. Conduct regular meetings with staff to discuss issues of the unit. Be part of the strategic planning. Coordinate nomination for training workshops. Oversee the smooth running of service delivery. Attend meeting as per institutional needs. Contribute to the sub directorate planning, budgeting and procurement processes as well as monitoring and evaluation. Perform all duties as allocated by HOD.

**ENQUIRIES
APPLICATIONS**

: Mr. M Molefe Tel No: (011) 488 3862
: Applications should be submitted on a (PDF Format only) to the following email-address Supporthr.Cmjah@gauteng.gov.za Only online application will be considered. Please Use The Reference As The Subject.

NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful.

CLOSING DATE : 18 September 2020

POST 21/459 : **ADMINISTRATION OFFICER REF NO: CAC/CMJAH/2020**
Directorate: Finance Department

SALARY CENTRE REQUIREMENTS : R257 508 per annum (plus benefits)
: Charlotte Maxeke Johannesburg Academic Hospital
: Qualifications & Experience: Grade 10 or equivalent with more than 10 year's relevant experience or Grade 12 or equivalent with 3 to 5 years' relevant experience or a relevant 3-year Diploma or Degree from a recognized tertiary institution with a maximum of 2 years' relevant experience. Valid Driver's License. Knowledge: Sound knowledge of Finance Management with emphasis on PFMA, BAS In-depth knowledge of Legislative Prescripts, Computer Literacy – Ms. Office (Word, Excel, Outlook & PowerPoint, Medicom, a range of work procedures such as Finance, HR matters, Safety, Labour matters. Administration procedures relating to specific working environment including norms and standards. Reporting procedures, procurement directives and procedures. Skills: Planning and organising, Sound analytical thinking, good interpersonal relation, problem solving and decision-making. Mathematics, relationship and maintaining discipline. Formulation and editing, conflict resolution, research and Competencies Required. Good verbal communication and report writing skills.

DUTIES : To lead a billing team which will ensure that all billable items are included in all self-funded and externally funded patients 'bills; Ensure that billing takes place within the prescribed period; Monitor and report on no. of visits / discharges vs no. of bills per month; priorities and ensure that downtime is captured timeously on the system; Report and submit weekly adjustments for different classifications; Ensure that billing rejections and queries are corrected and resubmitted within the prescribed period; Ensure that bills are submitted to all patients timeously; Contract, review and finalize PMDS; and Motivate and lead winning team.

ENQUIRIES APPLICATIONS : Ms. N Ntshebe Tel No: (011) 488 4072
: Applications should be submitted on a (PDF Format only) to the following email-address Supportthr.Cmjah@gauteng.gov.za Only online application will be considered. Please Use The Reference As The Subject.

NOTE : The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies (not older than 6 months) of I.D and Qualifications to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Suitable candidates will also be subjected to security clearance processes. Suitable candidates will undergo a medical screening test. The Department of Health reserves the right to fill or not to fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful.

CLOSING DATE : 18 September 2020

<u>POST 21/460</u>	:	<u>ADMINISTRATIVE OFFICER- RISK MANAGEMENT REF NO: EHD2020/09/01 (X1 POST)</u> Directorate: Corporate Services Re-Advertisement
<u>SALARY</u>	:	R257 508 – R303 339 per annum
<u>CENTRE</u>	:	Ekurhuleni Health District
<u>REQUIREMENTS</u>	:	Grade 12 certificate with 5 years' experience in Risk management, or Tertiary qualification in Risk Management, Internal Auditing, Public Management or Public Administration with 3 years functional experience in Risk Management or auditing. Knowledge: Public Sector Risk Management Framework. Drivers license and Computer literacy are essential. Written communication skills, assertiveness and presentation capabilities. Knowledge: Public Sector Risk Management Framework. The ability to create and manage a risk database. Written communication skills, assertiveness and presentation capabilities.
<u>DUTIES</u>	:	The incumbent will assist in monitoring and implementation of Risk Management Framework. Develop and maintain a risk and risk incident database including risk registers for the District. Extract risk information and develop risk profiles for the District and graphical reports for integrated reporting. Assist in Monitoring and evaluate of risk movement and performance action plans trends and warning signals by maintaining key risk indicator registers for line function. Assist with secretariat functions for the risk management Committee. Assist in the marketing and publicity initiatives of the unit on risk awareness, fraud, anti-corruption, and ethics and integrity programmes. Perform all other duties that are delegated by the supervisor/manager.
<u>ENQUIRIES</u>	:	Ms P. Moraba Tel No: (011) 876 1738
<u>NOTE</u>	:	Applicants who previously applied are advised to re-apply as their previous applicants will not be considered. No S&T claims and resettlement allowance will be paid. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . Documents to be attached is certified ID document, certified copies of qualification/s including matric, certified and relevant council registration certificate and proof of current registration (Where applicable). Relevant service certificates, certified driver's license. 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>APPLICATIONS</u>	:	Applications to be sent to Ekurhuleni Health District, Hand delivery to 40 Catlin Street Germiston 1400
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>CLOSING DATE</u>	:	25 September 2020
<u>POST 21/461</u>	:	<u>PROFESSIONAL NURSE GRADE 1-3 REF NO: JUB17/2020 (X8 POSTS)</u> Directorate: Nursing
<u>SALARY</u>	:	Grade 1: R256 905 per annum (Plus Benefits) Grade 2: R315 963 per annum (Plus Benefits) Grade 3: R383 226 per annum (Plus Benefits)
<u>CENTRE</u>	:	Jubilee District Hospital
<u>REQUIREMENTS</u>	:	Basic R425 (ie. Diploma/Degree in nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional nurse.
<u>DUTIES</u>	:	Provision of a high quality nursing care that is holistic and is patient centered. Ensuring that nursing care provided is within the scope of practice of nurses and the legal frame work. Maintain a professional and ethical practice as well as an enabling environment for ethical practice. Maintain a constructive working relationship with nursing and other stakeholders. Demonstrate effective communication with patients, community supervisors and report writing skills. Identify risk factors and maintain a therapeutic environment for patients and staff in the ward. Utilize physical, financial and human resources

to fulfil operational and developmental functions in accordance with legislation and policies. Participate in research, training of staff, students, personal development and CPD (Continuing Professional Development). Willing to work shifts including night duty.

- ENQUIRIES APPLICATIONS** : Ms Tamenti A.L.P Tel No: (012) 717 9398
: Documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag x449.Hammanskraal 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.
- NOTE** : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General Information: Short-listed candidates must be available for interviews at a date and time determine by the Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.
- CLOSING DATE** : 18 September 2020
- POST 21/462** : **ELECTRO-CARDIOGRAM ASSISTANT GRADE 1 REF NO: CHBAH 315 (X2 POSTS)**
Directorate: Cardiology Department
- SALARY CENTRE REQUIREMENT** : R210 567 – R240 762 per annum (plus benefits)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Grade 12 certificate or NQF Level 4. A minimum of 2 years' experience in performing ECG duties and basic interpretation, Excellent interpersonal and organizational skills. Good written and verbal communication skills. Ability to work under pressure. Ability to handle information confidentially. Ability to work independently and in a team. Ability to communicate well with people at different levels. Must be self-motivated. Ability to organize and plan. Sound verbal and written communication skills. Knowledge and application of the Batho Pele Principles. Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement.
- DUTIES** : Part of a shift worker team is providing 24hrs ECG service in Accident and Emergency unit and the entire Hospital (Clinics & wards). Report all faulty equipment's to ECG Department supervisor. Compilation and submission of ECG stats to the unit supervisor. Ensure ECG machines are cleaned before and after doing ECG to ensure that the infection control policy is adhered to. Ensure safe keeping of all documentation in the office. Compile the weekly and monthly reports. Distribute correspondence, reports and documents. Assist with various administrative duties as assigned by the Team Leader. Attend meetings and training as approved by supervisor. Maintain user-friendly office. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)
- ENQUIRIES APPLICATIONS** : Ms Nondumiso Shandu Tel No: (011) 933-9412
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 or Email to: Chbah.recruitment@gauteng.gov.za.
- NOTE** : Applications must be submitted on 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 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The 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 disability are encouraged to apply.

CLOSING DATE

: 18 September 2020

POST 21/463

: **HUMAN RESOURCE CLERK REF NO: CHBAH 313 (X6 POSTS)**

Directorate: Human Resource (Talent Attraction, Staff Establishment Control & HR Information Management)

SALARY

: R173 703 – R204 612 per annum (Level 05) (plus benefits)

CENTRE

: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS

: Grade 12. Must be computer literate (Ms Office). Knowledge of the acts that are governing Human Resources in the public service and the ability to interpret them. Ability to communicate well with people at different levels and from different backgrounds. Ability to handle information confidentially. Ability to handle tasks of multidisciplinary nature. Ability to act with tact and discretion and handle conflict. Good telephone etiquette. Must be self-motivated. Ability to work under pressure. Should possess the ability to process tasks within set deadlines, organizing, analytical, problem solving and interpersonal relationship skills. Good office management skills. Be prepared to rotate and operate as a reliever to other sections within Human Resource Department. Ability to work independently and in a team. Must be prepared to engage in intensive labour practices. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES

: Receive and distribute advertisement and communicate with Line Managers and other stakeholders. Monitor the timeframe between advertisements and closing dates and make appropriate follow-ups to obviate undue delays. Control the application drop-box. Check, receive, sort and date stamp applications on a daily basis. Daily organization of applications per reference number, rank and occupation. Capturing of received applications on a database. Conduct pre-shortlisting and prepare applications for shortlisting. Manage a database for applications. Ensure safekeeping of documents and filing of all related documents. Render effective personnel administration in accordance with the regulatory framework and guidelines relating to general office functions. Adhere to timelines. Attend to HR related and audit queries in a professional manner. Submit weekly and monthly statistics. Attend workshops, meetings and training as approved by supervisor. Maintaining a user-friendly office. Adhere to all legal instructions given to you in writing or verbally by a senior staff member. Adhere to time lines. Must be prepared to assist in the recruitment and selection section and within Human Resource Department.

ENQUIRIES

: Mr I Tefo Tel No: (011) 933-8185

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 or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 or Email to: Chbah.recruitment@gauteng.gov.za.

NOTE

: Applications must be submitted on form Z83 fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Documents to be attached is ID document, copies of qualification/s including matric and relevant council registration certificate and proof of current registration (Where applicable). 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as

required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The 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 disability are encouraged to apply

CLOSING DATE

: 18 September 2020

POST 21/464

: **SECURITY OFFICER (X6 POSTS)**
Directorate: Logistics

SALARY
CENTRE
REQUIREMENTS

: R173 703 – R204 612 per annum (Level 05) (plus benefits)
: Chris Hani Baragwanath Academic Hospital
: Grade 10 with 5-10 years' experience or Grade 12 with 2-5 years' experience. A PSIRA Grade B registration certificate. Must be PSIRA registered. Must have valid driver's licence. Knowledge of the Control of Access to Public Premises and Vehicles Act, PSIRA Act, Criminal Procedure Act, Fire-arms Control Act, Trespass Act Minimum Information Security Standard (MISS), Minimum Physical Security Standard (MPSS), National Core Standard (NCS). Computer skills. Report writing. Interpersonal skills. Ability to deal or manage security related emergencies. Managerial skills. Ability to deal or manage patients and the public. Ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Ability to handle confidential information. Ability to act with tact and discretion. Good telephone etiquette and interpersonal skills. Must be able to work under pressure, take initiative, work independently and with deferent teams in the unit. Ability to organize, lead and plan. Must be self-motivated. Must be prepared to rotate and work shifts which includes, weekends and public holidays and be able to attend to security emergencies. Should not have a criminal record. Experience in a security environment and a Firearm Competency Certificate will be an added advantage. Ability to act with tact and discretion. Must be self-motivated. Knowledge and application of the Batho Pele Principles, six (6) key ministerial priorities, Patients' Rights Charter and other key priorities impacting on service delivery. Medical surveillance as an inherent job requirement.

DUTIES

: Ensure the safety of State property, employees, visitors and patients. Compilation of duty rosters. To lead a team of security personnel. Where required, to conduct and address security posting parades. Management of keys. Conduct security threats and risk assessments at his/her area of responsibility. Management of Security Control room activities. Contribute in the development of policies and procedures in the hospital. Assist in the management of the security service provider. Reporting of security breaches internally and to the South African Police Service. Holding of regular meetings with other stakeholders in his or her area of responsibility. Conduct Site inspections. Conduct administrative functions. Maintain and issue security equipment. Where required, conduct security escorting of patients, staff members and medicine to various institutions. Conduct searches of missing patients in various locations and the provision of reports. Compilation of statements and testify in court. Assist in the management of queues and traffic control. Assist with the management of riots and strikes. Give security or work instructions. Facilitate the clamping of incorrectly parked vehicles. Comply with Security dress code at all times. Implementation and enforcement of security policies and procedures. Contribute in the compilation of weekly reports. Adherence to timelines. Perform other duties as allocated by the supervisor. Be willing to undergo continuous training and development programs. Attend meetings as approved by supervisor. Conduct the Performance Management and Development System of subordinates (Contracting, quarterly reviews and final assessment).

ENQUIRIES
APPLICATIONS

: Mr L.J. Mnisi Tel No. (011) 933-9549
: 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 or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 or Email to: Chbah.recruitment@gauteng.gov.za.

NOTE

: Applications must be submitted on 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 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The 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 disability are encouraged to apply.

- CLOSING DATE** : 18 September 2020
- POST 21/465** : **HUMAN RESOURCE CLERK REF NO: TDH012/2020**
- SALARY** : R173 703 - R204 612 per annum (all inclusive)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Grade12.certificate. National Diploma in Human Resource or equivalent will be and added advantage. Minimum 2-3 years' experience in Human Resource. Sound knowledge of Persal system and HR Administration. Computer literacy (Excel, MS Word, Power Point).Good communication skills (written and verbal), planning organising and coordinating. Ability to compile and implement database.to compile and implement database.
- DUTIES** : Provide Human Resource functions, which include but not limited to appointments, terminations, and service conditions. Manage service benefits. Receiving and capturing of leave forms and overtime claim forms in the Persal system. Collecting data for delegation/stats. Handle corresponds to and from E-GOV. Maintain HR records. Attend shortlisting and interviews as a scribe and also give advises in the shortlisting and interviews in terms of Recruitment and Selection Processes.
- ENQUIRIES** : Mrs Matube. W.M Tel No: (012) 354-7604
APPLICATIONS : SShould be submitted to: HR Department, Tshwane District Hospital Private Bag X179 Pretoria 0001.
- NOTE** : Applications should include Z83, CV, and certified copies of ID and Qualifications People with disability are encouraged to apply. Tshwane District Hospital is a dedicated COVID19 institution. Applications that are hand delivered must be dropped at the Security office at the gate in the box. Applications must be filled on a Z83 form accompanied by a comprehensive CV.At least three references must be on a CV.Candidate must ensure that all qualifications and ID are certified copies (not older than 6months).
- CLOSING DATE** : 18 September 2020
- POST 21/466** : **QUALIFIED BASIC PHARMACIST ASSISTANT GRADE 2 REF NO: TDH013/2020**
 Directorate: Pharmacy
- SALARY** : R166 689 - R190 578 per annum (plus benefits)
CENTRE : Tshwane District Hospital
REQUIREMENTS : Grade 12 certificate, registration with SA Pharmacy Council as Qualified basic pharmacist assistant .Experience: None after registration with SA Pharmacy Council as Basic Pharmacist Assistant-Priority-Leaner trained in the public sector at basic pharmacist assistant. Recommended learning fields HIV and AIDS management Batho Pele Medicine supply management /SOPS training Customer care training Basic communication skills, Good interperpersonal skills, basic administrative skills e.g. filing, record keeping, basic calculation skills, basic computer skills, basic literacy skills, record keeping skiils,basic research/data collection and analysis skills, basic teamwork skills, basic technical work skills, basic management and time management skills, basic

problem solving and decision making skills. Independent and a team player, time management able to meet deadlines, conscientious, responsive to changing needs and difficult circumstances, co-operative competent, observant, efficient in work punctual, honest, orderly/tidy, professional attitude, disciplined, friendly, hardworking, reliable, responsible, trustworthy, like to improve self-open minded, self-motivated, ethical conduct.

DUTIES : To understand and comply with all relevant legislation and policies to provide a quality cost effective service, including HR and finance requirements.i.e Batho Pele ,GPP,PFMA,Pharmacy Act,MCC,National Core Standards and all other relevant legislation and policies. Continuous professional development to keep abreast with latest in pharmaceutical services efficient and effective service, stock control and the distribution of stock to the clients (wards, pharmacies ect.Excludes the issue of medicine to patients Participate in the development, provision and maintenance of a cost effective pharmaceutical services) Ensure quality provision of pharmaceutical care and adherence to current practices of good pharmacy practice. Reading preparation of prescription & labelling a prescription. Provision of information to individuals in order to promote health. Recording and reporting being part of of the monitoring and evaluation teams. Team player an able to meet deadlines. Perform any legitimate task request for provision of pharmaceutical services. Team player an able to meet deadlines. Perform any legitimate task request for provision of pharmaceutical services

ENQUIRIES : Ms. Dolo S Tel. No: (012) 354 – 7778

APPLICATIONS : Applications must submitted on a Z83 form. Certified copies of Qualifications, ID and CV to be attached. Applications should be submitted at Tshwane District Hospital .Private Bag x179 Pta

NOTE : The appointed employee will be subject to Personnel Suitability check and Medical surveillance as required. People with disabilities are welcome to apply. Applications must be filled on a Z83 Form accompanied by a comprehensive CV at least three references must be on a CV

CLOSING DATE : 18 September 2020

POST 21/467 : **PROPERTY CARE TAKER REF NO: CHBAH 316 (X10 POSTS)**
Directorate: Logistics Department

SALARY : R102 534 – R120 780 per annum (Level 02) (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Abet Level 4 or equivalent Grade 9. Basic knowledge of the legislative framework and processes related to gardening and pest control. Ability to work under pressure. Ability to work independently an in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Must be prepared to work shifts which includes, fixed, after hours, weekends and public holidays. Knowledge of the Batho Pele Principals. Must be able to work with garden machines. Knowledge/experience in gardening and pest control will be an advantage. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES : Picking up of litter (papers, cigarette stumps and other objects) daily. Maintain the gardens by watering the garden, prune and trim flowers and tree, mow the grass, cultivate the soil for trees and flowers. Remove weeds in flower beds and on pavement. Apply insecticides to weeds. Remove weeds, dry leaves from storm water drains and gutters. Creation of garden landscaping to beautify the environment. Contain and dispose of garden waste (rubble) to area of collection (Pikitup bins at Gardening Department) daily. Keep and maintain garden material and equipment. Report broken garden equipment. Clean garden machines and equipment after use. Spray or dust chemical solutions, powders or gases into rooms, onto clothing, furnishings or wood and over marshlands, ditches, catch-basins at all Wards and departments. Set traps and place poisonous paste or bait in sewers, burrows and ditches. Inspect premises to identify infestation source and extent of damage to property, wall and roof porosity and access to infested locations. Record work activities performed. Clean work site after completion of job by removing dead rodents. Remove all dead pets around the institution. Ensure to follow the fumigation roster. Comply with the rotation roster. Adhere to all legal instructions given to you written or verbally by a senior staff member. Adhere to time lines. Attend meetings and training as approved by the supervisor. Carrying out any lawful and reasonable

	:	instruction as instructed by the supervisors. Comply with the Occupational Health and Safety Act. Comply with the rotation roster. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment). Management of personnel performance and review thereof in the sub-division.
<u>ENQUIRIES</u>	:	Ms J. Van Rensburg Tel No: (011) 933 8756
<u>APPLICATIONS</u>	:	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 or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 or Email to: Chbah.recruitment@gauteng.gov.za .
<u>NOTE</u>	:	Applications must be submitted on 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 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The 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 disability are encouraged to apply.
<u>CLOSING DATE</u>	:	18 September 2020
<u>POST 21/468</u>	:	<u>PROTER REF NO: CHBAH 317 (X6 POSTS)</u> Directorate: Logistics Department
<u>SALARY</u>	:	R102 534 – R120 780 per annum (Level 02) (plus benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Adult Education and Training (AET) Level 4 or equivalent (Grade 9). Basic understanding of Policies (Batho Pele Principles, Patients Right Charter, Occupational Health and Safety, Six Priorities and National Core Standards). Must be physically able to lift, transfer and porter patients to and from the unit/clinical departments Ability to work under pressure. Excellent interpersonal and organizational skill. Must be able to read and write. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Good customer skills. Ability to handle information confidentially. Must be able to work under pressure and to take initiative. Be prepared to rotate within the scope of work. Must be prepared to work shifts which includes, fixed, after hours, night duty, weekends and public holidays. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.
<u>DUTIES</u>	:	Assist patients who are unable to walk to and from private cars. Accompanying walking and non-walking patients, prepare wheel chairs and stretchers for readiness from all different area of the hospital. Ensure that patients are transported to and from relevant ward/departments. Keep a close observation of patients during escorting. Receive patients from ambulances/vehicles to stretchers or wheelchairs in the presence of a healthcare professional. Render assistance with the transfer of patients to bed/trolleys and vice versa. Record and register all patients transported (daily production sheets). Provide statistics (daily production sheets) to the supervisor on a daily basis. Check wheelchairs and stretchers to ensure good working condition. Cleaning of equipment

(wheelchairs & stretchers). Report faulty equipment. Keep inventory up to date. Collection of wheelchairs and stretchers daily. Laying of stretchers daily. Relieve in other areas when requested by your Supervisor and also comply when rotation takes place. Wear name tag or hospital ID daily. Attend to training courses arranged by Human Resource Department or section. Attend to sectional meetings. Adhere to Batho Pele Principals. Professionalism: Client service, dress code and time management. Adhere to any legal instruction given to you by a senior staff member. Treat all clients and colleagues with dignity and respect. To adhere to all puttering service policies and procedures. Adhere to timelines. Comply with the Occupational Health and Safety Act (OHSA). Perform other duties as allocated by the supervisor. Be willing to undergo continuous training and development programs. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (Contracting, quarterly reviews and final assessment).

ENQUIRIES
APPLICATIONS

: Ms J. Van Rensburg Tel No: (011) 933 8756
: should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 or Email to: Chbah.recruitment@gauteng.gov.za.

NOTE

: Applications must be submitted on 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 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, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for Non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The 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 disability are encouraged to apply.

CLOSING DATE

: 18 September 2020

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS

: All applications and supporting documents (completed and signed Z83 form, certified copies of educational qualifications, driver's licence and Identity Document) must be emailed to GPDRT.recruitment@gauteng.gov.za. Certified copies must not be older that six (6) months. Applications received after the closing date will be disqualified. Errors and omissions will be rectified. The Department reserves the right not to fill the position.

CLOSING DATE

: 18 September 2020

NOTE

: All shortlisted candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview, it is mandatory that the recommended candidates undergo a generic managerial competency assessment in compliance with the DPSA Directive.

MANAGEMENT ECHELON

<u>POST 21/469</u>	:	<u>DEPUTY DIRECTOR – GENERAL: ROADS INFRASTRUCTURE</u> <u>DRT/RIB/2020/01 (X1 POST)</u> Branch: Roads Infrastructure
<u>SALARY</u>	:	R1 521 591 – R1 714 074 per annum (all-inclusive remuneration package). The department will determine the final salary offer based on proven years of experience and post qualification.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg An appropriate Bachelor's / post graduate Degree or equivalent qualification (NQF Level 8), in Civil Engineering. Registration with the Engineering Council as a Professional Engineer. Project Management qualification. Post degree training courses in Strategy and General Management will be an added advantage. 10 years working experience in transport or infrastructure field, at least 8 years' experience at general / senior management level. Proven / evident successful infrastructure planning capability or experience. Proven / evident successful operational and process management within public or private sector. Track record in formulating and managing strategic plans, business plans, project budgets, and in project management. Advanced or superior understanding of institutional governance systems and performance management. An understanding of the Government regulatory frameworks and policies governing transport and roads, and public finance. A valid driver's licence.
<u>DUTIES</u>	:	Manage strategies and frameworks for provincial transport infrastructure. Manage the development and implementation of provincial transport infrastructure programmes and projects. Manage geometrics and structures designs, survey and land acquisitions, for provincial transport infrastructure. Manage provincial traffic engineering services. Manage provincial multi-year roads construction programme and projects. Manage routine, planned and emergency road maintenance. Manage and protect transport infrastructure assets. Manage information management systems for transport infrastructure. Maintain technical relationships with the Gauteng Transport Authority (GTA), South African National Roads Agency Limited (SANRAL), Gautrain Management Agency (GMA), g-Fleet Management, and municipal roads entities / agencies within Gauteng. Manage the human and financial resources in line with applicable relevant prescripts. Build and provide the Branch with the agility to take on new or changing mandates, and the evolving transport infrastructure needs.
<u>ENQUIRIES</u>	:	Ms. Motlalepule Mmatli, Chief Director: Human Resources Management Tel No: (011) 355 – 7381/5
<u>POST 21/470</u>	:	<u>DEPUTY DIRECTOR – GENERAL: TRANSPORT SERVICES</u> <u>DRT/TSB/2020/02 (X1 POST)</u> Branch: Transport Services
<u>SALARY</u>	:	R1 521 591 – R1 714 074 per annum (all-inclusive remuneration package). The department will determine the final salary offer based on proven years of experience and post qualification.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg An appropriate Bachelor's / post graduate Degree or equivalent qualification (NQF level 8) in Transport Studies, or Transport Policy Studies or Transport Management. A Master's degree in Management or Strategy will be an added advantage. At least 10 years' working experience in the transport regulatory environment, transportation management, public transport and related fields, at least 8 years' experience at general / senior management level. Proven successful operational and process management experience within the public or private sector. Proven track record in successfully formulating, managing and executing policy, projects, strategic plans and budgets. Advanced understanding of public policy and regulatory environment in terms of financial management, institutional governance and performance management. An understanding of the Government regulatory frameworks and policies governing transport and public finance. A valid driver's licence.
<u>DUTIES</u>	:	Manage the development of provincial transport policy, the Provincial Land Transport Framework and the provincial public transport strategy. Manage the development and implementation of programmes and strategic transport projects. Manage and implement the plans for the integration of public transport

modes. Develop and manage public transport services' contracts, including transformation of public transport subsidies. Develop and implement modernisation and corporatisation plans for the minibus taxi public transport mode. Oversee the Provincial Registration Entity (PRE) in the issuing of operating licenses for public transport operators. Oversee the provision of traffic law administration services (vehicle licenses, drivers licenses) in the province. Manage the technical oversight over the Department's public entities and reporting agencies and ensure their compliance with the regulatory frameworks applicable to them. Maintain and lead strategic and technical relationships with critical stakeholders, inclusive of the national Department of Transport and its agencies. Manage the human and financial resources in line with applicable relevant prescripts. Build and provide the Branch with the agility to take on new or changing mandates, and the evolving transport.

ENQUIRIES

: Ms. Motlalepule Mmatli, Chief Director: Human Resources Management Tel No: (011) 355 – 7381/5