

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 33/102** : **MEDICAL SPECIALIST REF NO: REFS/021566**
Directorate: Surgery – Gastrointestinal Colorectal Unit
(Re-advertisement)
- SALARY** : R1 271 901 per annum, (all-inclusive - package). Please note that the salary will be adjusted according to years of experience as per OSD policy.
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate Medical qualification that allows registration with the HPCSA as a Specialist in Surgery. HPCSA registration as Medical Specialist in Surgery. None experience after registration with the HPCSA as a Medical Specialist in Surgery.
- DUTIES** : Clinical history taking, examination, and assessment of patients. Requesting and analysing special investigating. Prescribing of medications and other therapies. Performance of diagnostics and therapeutic surgical procedures in the field of Surgery. Communicate effectively with colleagues and attend Theatre meetings. Keeping of clinical records. Perform any other duties relevant to the clinical management of patients. Training and Teaching Advice and supervise Registrars. Formal teaching to postgraduate and undergraduate staff. Review of current literature and research. Attend appropriate CME updates. Develop diagnostic and surgical skills amongst junior staff, Research Participate in research within the department, to improve knowledge and clinical outcomes.
- ENQUIRIES** : Prof. T.E Luvhengo Tel No: (011) 488 3373, Ms. M. Maseko Tel No: (011) 488 3711
- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following E-Recruitment portal: <http://professionaljobcenter.gpg.gov.za>. Please Use the Reference as The Subject. Alternatively submit at Charlotte Maxeke Johannesburg Academic Hospital, No 17 Jubilee Road, Parktown, 2193, Admin Building, Room 10/02.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Males, White Females,

White Males, African Females, African Males and Indian Males are encouraged to apply.

- CLOSING DATE** : 30 September 2024
- POST 33/103** : **MEDICAL OFFICER REF NO: REFS/021567**
Directorate: ENT
- SALARY** : R949 146 per annum, (all-inclusive package). Please note that the salary will be adjusted according to years of experience as per OSD policy.
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows for registration with HPCSA as a Medical practitioner. Registration with the HPCSA as Medical practitioner. No experience required after registration with the HPCSA as Medical Practitioner.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient in ear, nose and throat. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance at relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team managing patients. Performance of diagnostic and interventional procedures necessary for the diagnosis and management of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime and rendering of after-hours (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.
- ENQUIRIES** : Dr. S Motakef Tel No: (011) 488 6401, Ms. L. Maseko Tel No: (011) 488 3711
- APPLICATIONS** : Applications should be submitted strictly on a (PDF Format only) to the following E-Recruitment portal: <http://professionaljobcenter.gpg.gov.za> Please use the reference as the subject. Alternatively submit at: Charlotte Maxeke Johannesburg Academic Hospital, No 17 Jubilee Road, Parktown, 2193, Admin Building, Room 10/02.
- NOTE** : The new Z83 form must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPISA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, African Males, Coloured Females, Indian Males, Indian Females, White Males, White Females, Coloured Males and African Females are encouraged to apply.

CLOSING DATE : 30 September 2024

POST 33/104 : **ASSISTANT MANAGER NURSING (PNA7) DAY & NIGHT REF NO: REFS/BGH/09/2024/01**
Directorate: Nursing

SALARY : R656 964 – R771 309 per annum, (plus benefits)

CENTRE : Bertha Gxowa Hospital

REQUIREMENTS : Basic R425 qualification (i.e., An appropriate bachelor's degree/ Diploma in nursing or equivalent qualifications that allows registration with the South African Nursing Council) as a professional nurse. A minimum of eight (8) years appropriate /recognizable experience in nursing after registration as a professional nurse with SANC. At least three (3) years of the period referred to above must be appropriate experience as an operational manager. Nursing Management with a duration of at least 1 year, accredited with South African Nursing Council as a requirement. Should have proven sound managerial skills, computer literacy and knowledge of financial management. Good verbal and written communication skills. Current proof of registration with SANC must be attached. Service records must be included. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). Nursing education will be an added advantage. Willingness to work under pressure and beyond a call of duty.

DUTIES : Monitor and evaluate service delivery (Nursing) on Day and Night Duty. Ensure that the clinical nursing practice by the nursing team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Evaluate National core standards and develop quality improvement plan where gaps were identified and implement the QIP. Work effectively and amicably at management level with persons of diverse intellectual. Able to manage own work and that of units reporting to the post and to ensure appropriate interventions to enhance nursing services at facility level. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Demonstrate a basic understanding of Human Resources and Financial Management. Participate in training, research, and self-development. Manage resources effectively and efficiently. (Human and Material). Must have a Basic Computer Skills. Demonstrate a basic understanding of the legislative framework governing the public service. Identify and develop policies relating to all Clinical Units. Resolve patient care related challenges/problems on Night Duty. Manage any conflict identified. Demonstrate a basic understanding of the legislative framework governing the public service.

ENQUIRIES : Mrs PZN Mofokeng Tel No: (011) 278 7640

APPLICATIONS : Applicant must apply online at www.professionaljobcenter.gpg.gov.za. No Hand Delivery or posted application will be accepted based on PCM 36 of 2020

NOTE : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a New Z83 as per DPSA directive effectively from 01 January 2021 and uploaded, The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. applicants are not required to submit copies of qualifications and other relevant documents on application. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview following communication from HR. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

CLOSING DATE : 30 September 2024

- POST 33/105** : **QUALITY ASSURANCE MANAGER: ASSISTANT MANGER NURSING-PNA-7 REF NO: REFS/BGH/09/2024/02**
 Directorate: Quality Assurance
- SALARY** : R656 964 – R771 309 per annum, (plus benefits)
CENTRE : Bertha Gxowa Hospital
REQUIREMENTS : Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council as a professional nurse. A qualification in Total Quality Management will be an added advantage. A minimum of eight (8) years appropriate/recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level PN-A5/6 in Quality Assurance. Current registration with SANC. Knowledge and understanding of Quality Assurance program especially Patient Safety Incident (PSI) Management, Complaints Management Guidelines and Health regulations, policies and Acts. Computer literacy (i.e. MS. Word, PowerPoint and Excel). Ability to work independently in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Applicant must be in possession of a valid South African driver's license and willing to travel extensively.
- DUTIES** : Ensure planning, co-ordination, implementation, monitoring, and evaluation of the Quality Assurance programmes within the Health Establishment. Co-ordinate all aspects of Ideal Hospital Framework, including assessments and activities to accreditations. Participate in and or lead peer review assessments. Conduct team and individual inspections to ensure that Quality Assurance plans are implemented and that practices are according to Ideal Hospital Quality Framework and OHSC. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery. Identify best practice and help units to implement to advance Quality Assurance standards. Work with internal and external stakeholders as appropriate to the institution. Coordinate and Facilitate development of quality improvement post audits and submit to senior management, compliant with target and deadlines at the Health Facility, District Health Services and Provincial Health Services level. Identify, facilitate and co-ordinate all Quality Improvement Plans. Conduct Patients Experience of Care Surveys daily and annually with development of Quality Improvement plans. Coordinate waiting times reports daily, weekly and monthly with narratives from relevant units with Quality Improvement developed, monitored and evaluated. Provide training and update clinical and non-clinical staff on quality issues. Ensure clinical and nursing audits are conducted to evaluate patient care. Participate in Patients Safety Incidents meeting, complaints and various other related committees to improve quality of care and service user's satisfaction. Co-ordinate and support activities for service excellence. Develop clinical quality improvement programmes, policies, guidelines, and indicators with regards to Clinical audit and PSI Management. Promote compliance and implementation of the National Guideline for Patient Safety Incident Reporting and Learning in the Public Health Sector of South Africa. Monitor implementation of the above National Guideline and Quality Assurance programmes. Support all health establishments in the investigation of priority PSIs, conducting redress meetings and Clinical audits. Collate monthly, quarterly and annual Quality Assurance reports from health establishments and consolidate into a comprehensive report for the province. Monitor compliance with Patient Safety Incident management indicators as per Annual Performance Plan. Analyse data, establish and monitor trends. Plan and facilitate relevant trainings on Quality Assurance program. Facilitate sharing of lessons drawn from Patient Safety Incident Management. Monitor creation of an environment that promotes the rights of patients, advocating and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Liaise and advise on effective communication with relevant internal and external stakeholders.
- ENQUIRIES** : Ms. L.P. Khumalo Tel No: (011) 278 7788
APPLICATIONS : Must be online at www.professionaljobcenter.gpg.gov.za. No Hand Delivery or posted application will be accepted based on PCM 36 of 2020
- NOTE** : Notes: Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a New Z83 as per DPSA directive effectively from 01 January 2021

and uploaded, The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on application. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview following communication from HR. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

- CLOSING DATE** : 30 September 2024
- POST 33/106** : **PNB3 OPERATIONAL MANAGER SPECIALTY (TRAUMA &EMERGENCY)**
REFS/BGH/09/2024/03
Directorate: Nursing Services
- SALARY** : R656 964 per annum, (plus benefits)
CENTRE : Bertha Gxowa Hospital
REQUIREMENTS : Grade 12. Basic Qualification accredited with the South African Nursing Council in terms of Government notice R425 i.e., Diploma/Degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1-year Diploma in Post Basic Trauma Nursing Science accredited with SANC. Minimum of 9 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in general nursing. At least 5 years appropriate/recognisable experience in the specialty (Trauma & Emergency Nursing) after obtaining the 1-year post-basic qualification in the specific specialty. Current proof of registration with SANC. Proof of service records. Diploma in Nursing Administration/management will be an added advantage. Computer literacy and driver's license. Basic Life Support Certification. Knowledge of specialised nursing care processes and procedures, nursing statutes, and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public service regulations and Labour Relations Act, etc. Skills Required: Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resources under management. Interpersonal skills including conflict management and counselling.
- DUTIES** : Coordination of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Manage effectively the supervision and utilization of resources. Effectively manage the utilization and supervision of Human, Financial and services resources. Co-ordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for promoting patients advocacy and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele Principles and specialised patient centered nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards. Implementation of ideal hospital realisation maintenance Verified work experience. South African Nursing Council Annual Practicing Certificate. Ability to function as part of a team and display good professional image. Demonstrate basic computer literacy as a support tool to enhance service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and subordinates, including more complex report writing when required. Data management and compliance with DHIMS Policy.
- ENQUIRIES** : Mrs PZN Mofokeng Tel No: (011) 278 7640

- APPLICATIONS** : Applications: Applicant may apply online at www.professionaljobcenter.gpg.gov.za, no hand delivery or posted application will be accepted based on PCM 36 OF 2020.
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a New Z83 as per DPSA directive effectively from 01 January 2021 and uploaded, The Curriculum Vitae should be recently updated that specifies the following: The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. applicants are not required to submit copies of qualifications and other relevant documents on application. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview following communication from HR. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 30 September 2024
- POST 33/107** : **CLINICAL PROGRAMME COORDINATOR: QUALITY ASSURANCE REF NO: REFS/021512**
Directorate: Nursing Department
- SALARY** : Grade 1: R520 560 - R596 322 per annum, plus benefits
Grade 2: R602 964 - R686 211 per annum, plus benefits
- CENTRE** : Pretoria West District Hospital
- REQUIREMENTS** : Matric Certificate with basic qualification accredited with SANC in terms of the Government Notice R425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a professional Nurse in General, Psychiatry & Midwifery. A minimum of 7 years appropriate/recognizable experience in nursing, after registration as a professional Nurse with the SANC in General Nursing. A minimum of 2 years working experience Working in quality assurance unit in the public sector. Knowledge and understanding of customer care Program. Relevant Knowledge and understanding of legislative framework applicable to practice in public Health facility. Computer literacy in MS Office Package (MS Word, MS Excel, and MS PowerPoint). Driver's license is a recommendation. Competence: Ability to analyze complex information relating to areas of operation and to transform that into user-friendly report and assessment. Have ability to prioritize issues and other related work matters and to comply with the time frames set. Have ability to work under pressures to meet deadlines. Have excellence interpersonal and communication skills (both verbal and written). An aptitude for statistics and information analysis. High level of accuracy and attention to detail. Have computer skills and the ability to work with MS Word, MS PowerPoint, and MS Excel. Comprehensive knowledge and understanding of National Health Act, Norms and Standards, Ideal Hospital Framework, Quality Assurance Framework, Accreditation and Certification system, infection Prevention Control Standards and Assessment Methods. Quality Assurance And Quality improvements initiatives, Health Information Systems, and indicator Development, relevant Legislation, Risk Management. Conceptual, Analytical, and creative thinking, evidence-based report writing. Exceptional and analytical and interpersonal skills. Innovative and self-driven. Excellent planning and organizing skills. A high level of ethical conduct and integrity. Good presentation skills and communication skills. Project management skills as well as report writing skills, people management skills, intersectoral collaboration and engagement with the external stakeholders.
- DUTIES** : Ensure quality in the institution including undertaking quality improvement activities. Develop Strategies/plans. Provide leadership in the development of

quality improvements plans and standard operating procedures (SOP). Provide strategic leadership for the Quality Directorate in the institution towards the realization of the set strategic goals and objective. Coordinates, investigates management. and reporting of complaints and patients' safety incidents in the institution. Ensure compliance to IHRM in the institution and implementation thereof. Participate in Ethics Committee and facilitate training on Quality Assurance and professional Code of Conduct. Participate in Clinical Audit. Provide initiative to Improve client satisfaction, advocate for and ensure the promotion of Quality Assurance activities. Monitor the implementation of policies, protocols, guidelines, programme, practices, and procedures pertaining to Quality improvement plans and SOP's. Collate and analyse data to establish trends and patterns in the health care effectively. Utilize information technology and other management information systems to Manage quality Assurance and improve service delivery, Conduct Patient Experience of care Survey And share results with relevant stakeholders. Assist with the drafting of annual, quarterly, and other relevant quality assurance performance reports. Attend external meetings.

- ENQUIRIES** : Ms. NL Madiba Tel No: (012) 380 1206
- APPLICATIONS** : All Applications can be delivered to Staff entrance in a box and registration to confirm submission from 8am to 4pm at Ground Floor or sent via email to PtawestHR.Applications@gauteng.gov.za. Pretoria West Hospital, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.
- NOTE** : Applications must be submitted on new form Z83 (2021), 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 highlighting or stating the requirements mentioned above. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. Shortlisted candidates will be expected to undertake two (2) pre-entry assessment i.e (Practical and integrity assessments).The department is committed to employment equity, People with disabilities are welcome to apply and all those that will represent EE plan of the Hospital. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Shortlisted candidates will be required to bring certified copies of all qualifications and Id. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- CLOSING DATE** : 11 October 2024
- POST 33/108** : **PROFESSIONAL NURSE GRADE 1 (THEATRE SPECIALTY) REF NO: REFS/021520**
Directorate: Nursing Department
- SALARY** : Grade 1: R451 533 - R530 376 per annum, plus benefits
Grade 2: R553 545 - R686 211 per annum, plus benefits
- CENTRE** : Pretoria West District Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e., Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 4 years appropriate/ recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. A post basic nursing qualification with a duration of at least one year, accredited with SANC in terms of Government notice NO R212 in Operating Theatre Nursing Science. Competence: Leadership, ward management/ward administration, planning, organizing, coordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients,

		promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and Guidelines. An understanding of all Nursing legislation and Health Act.
<u>DUTIES</u>	:	Provision of high-quality nursing care, Pre-Operative and Post operating Nursing Care, Prepare Theatre, Medical Equipment, and consumables according to booked Operations. Ability to liaise with different unit for Preoperative and post-operative patient optimization including pre-operative visits as indicated and post-Operative management. Adhere to basic principles of Infection Prevention and Control. Ensure that Nursing care provided is within the scope of Practice of nurses and the legal framework. Display Professionalism and adherence to nursing professional ethics. Must be willing to workday and night shift. Have knowledge of administrative duties including shift leading and relieving the Operational Manager including CSSD of Ideal Hospital Realization Framework. Supervise and ensure the provision of effective and efficient patient care.
<u>ENQUIRIES</u>	:	Ms. NL Madiba Tel: No: (012) 380 1206/1210
<u>APPLICATIONS</u>	:	All Applications can be delivered to Staff entrance in a box and registration to confirm submission from 8am to 4pm at Ground Floor or sent via email to PtawestHR.Applications@gauteng.gov.za . Pretoria West Hospital, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.
<u>NOTE</u>	:	Applications must be submitted on a new Z83 form effective from 1 January 2021, 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. Applicants must indicate the post reference number on their applications. Failure to submit all the requested documents will result in the application not being considered. Shortlisted candidates will be required to bring certified copies of all qualifications and Id. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. Shortlisted candidates will be expected to undertake two (2) pre-entry assessment i.e (Practical and integrity assessments).The department is committed to employment equity, People with disabilities are welcome to apply and all those that will represent EE plan of the Hospital. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
<u>CLOSING DATE</u>	:	11 October 2024
<u>POST 33/109</u>	:	<u>PROFESSIONAL NURSE SPECIALTY/PNB1 (POST BASIC MIDWIFERY AND NEONATAL NURSING) REF NO: REFS/021218</u> Directorate: Nursing Department
<u>SALARY</u>	:	Grade 1: R451 533 - R530 376 per annum, plus benefits Grade 2: R553 545 - R686 211 per annum, plus benefits
<u>CENTRE</u>	:	Pretoria West District Hospital
<u>REQUIREMENTS</u>	:	Matric Certificate with basic R425 qualification (i.e., Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A post basic nursing qualification with a duration of at least one year, accredited with SANC in terms of Government notice NO R212 in Post Basic midwifery and Neonatal Nursing Science. A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. Understanding the Nursing legislation and related legal and ethical Nursing practice. Ability to perform clinical nursing practice in accordance with the scope practice and Nursing Standards. Good communication and interpersonal skills. Knowledge of Code of Conduct and Labour related policies. Able to work as team and manage conflict. Have knowledge of administrative duties including shift leading and relieving the Operational Manager. Have knowledge of Ideal Hospital

Realization and OHSC Framework. Competence: Leadership, ward management/ward and ward administration, planning, organizing, coordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and relevant Guidelines in midwifery care. An understanding of all Nursing Legislation and the Health Act.

DUTIES : Provision of high-quality comprehensive Midwifery and Neonatal nursing care, Antenatal, Labour, Postnatal. Adhere to basic principles of Infection Prevention and Control. Ensure that Nursing care provided is within the scope of Practice of nurses and the legal framework. Display professionalism and adherence to nursing professional ethics. Supervise and ensure the provision of effective and efficient patient care.

ENQUIRIES : Ms. NL Madiba Tel No: (012) 380 1206

APPLICATIONS : All Applications can be delivered to Staff entrance in a box and registration to confirm submission from 8am to 4pm at Ground Floor or sent via email to PtawestHR.Applications@gauteng.gov.za. Pretoria West Hospital, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.

NOTE : Applications must be submitted on a new Z83 form effective from 1 January 2021, 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. Applicants must indicate the post reference number on their applications. Failure to submit all the requested documents will result in the application not being considered. Shortlisted candidates will be required to bring certified copies of all qualifications and Id. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. Shortlisted candidates will be expected to undertake two (2) pre-entry assessment i.e (Practical and integrity assessments).The department is committed to employment equity, People with disabilities are welcome to apply and all those that will represent EE plan of the Hospital. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

CLOSING DATE : 11 October 2024

POST 33/110 : **PROFESSIONAL NURSE SPECIALTY: CHILD NURSING / PAEDIATRIC CRITICAL CARE REF NR: SEB/2024/01 (X1 POST)**
Directorate: Nursing

SALARY : R451 533 – R520 560 per annum, (all-inclusive package)

CENTRE : Sebokeng Hospital

REQUIREMENTS : Basic R425 qualification (Diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with SANC as Professional Nurse. Post basic Nursing Qualification of the duration of 1 year, accredited and registered with SANC in Child nursing or Paediatric Critical Care nursing. Have a minimum of four (4) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.

DUTIES : Provision of high quality, holistic and specialized nursing care within applicable legislation and related legal and ethical nursing practices. Perform clinical nursing practice and promote quality nursing care in accordance with the scope of practice and nursing standards as determined by the institution. Work as part of multidisciplinary team to ensure good nursing care. Work effectively, amicably with persons of diverse intellectual, culture, racial or religious differences. Able to plan and organize own work and that of support of personnel to ensure proper nursing care. Provision of quality patient care through adherence to set standards, policies, and procedures. To provide more

complex nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Right Charter. Act as shift leader in Unit (when necessary). Effective utilization of resources. Participation in training and research. Maintenance of professional growth, ethical standards, and self-development. Must be prepared to work in allocated area due to service demands and work shifts as per allocation; this includes night shift, weekends, and public holidays.

ENQUIRIES : Mr. Sejeng S.J.K Tel No: (016) 930 3302
APPLICATIONS : should be e-mailed to: Recruitment.Sebokeng@gauteng.gov.za or posted to Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, Human Resource Department, Moshoeshoe Street, between 07h30 – 15h30.

NOTE : Applications must be submitted on a new Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification of the application. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. In terms of DPSA circular no 19 of 2022, fully completed and signed Z83 form should be accompanied by a recent updated CV. NO copies/certified copies on application, only Z83 and CV. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications, candidates will also be required to submit proof of Criminal Verification obtainable from the South African Police Services and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents will result in the application not being considered. Communication will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to medical surveillance Personnel Suitability Checks (PSC) – Verifications (Reference checks, identity verification and qualification verification). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment(s) to the advertised post(s). Gauteng Department of Health is guided by the principles of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity targets of the of the institution. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

CLOSING DATE : 04 October 2024

POST 33/111 : **PROFESSIONAL NURSE SPECIALTY: ORTHOPAEDIC REF NO: SEB/2024/02 (X1 POST)**
Directorate: Nursing

SALARY : R451 533 – R520 560 per annum, (all-inclusive package)
CENTRE : Sebokeng Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice 425 (diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in the relevant specialty. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/ legal framework. Effective utilization of Human and Material resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional growth, ethical standards, and self-development. Promotion of a scientific, high quality nursing care that is cost effective and efficient.

ENQUIRIES : Mr. Sejeng S.J.K Tel No: (016) 930 3302
APPLICATIONS : should be e-mailed to: Recruitment.Sebokeng@gauteng.gov.za or posted to Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, Human Resource Department, Moshoeshoe Street, between 07h30 – 15h30.

NOTE : Applications must be submitted on a new Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification of the application. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents.

In terms of DPSA circular no 19 of 2022, fully completed and signed Z83 form should be accompanied by a recent updated CV. No copies/certified copies on application, only Z83 and CV. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications, candidates will also be required to submit proof of Criminal Verification obtainable from the South African Police Services and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents will result in the application not being considered. Communication will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to medical surveillance Personnel Suitability Checks (PSC) – Verifications (Reference checks, identity verification and qualification verification). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment(s) to the advertised post(s). Gauteng Department of Health is guided by the principles of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity targets of the of the institution. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

- CLOSING DATE** : 04 October 2024
- POST 33/112** : **PROFESSIONAL NURSE SPECIALTY: CRITICAL CARE NURSING REF NO: SEB/2024/03 (X1 POST)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R451 533 – R520 560 per annum, (all-inclusive package)
: Sebokeng Hospital
: Basic R425 qualification (Diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with SANC as Professional Nurse. Post basic Nursing Qualification of the duration of 1 year, accredited and registered with SANC in Critical Care nursing. Have a minimum of four (4) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.
- DUTIES** : Provision of high quality, holistic and specialized nursing care within applicable legislation and related legal and ethical nursing practices. Perform clinical nursing practice and promote quality nursing care in accordance with the scope of practice and nursing standards as determined by the institution. Work as part of multidisciplinary team to ensure good nursing care. Work effectively, amicably with persons of diverse intellectual, culture, racial or religious differences. Able to plan and organize own work and that of support of personnel to ensure proper nursing care. Provision of quality patient care through adherence to set standards, policies, and procedures. To provide more complex nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Right Charter. Act as shift leader in Unit (when necessary). Effective utilization of resources. Participation in training and research. Maintenance of professional growth, ethical standards, and self-development. Must be prepared to work in allocated area due to service demands and work shifts as per allocation; this includes night shift, weekends, and public holidays.
- ENQUIRIES APPLICATIONS** : Mr. Sejeng S.J.K Tel No: (016) 930 3302
: should be e-mailed to: Recruitment.Sebokeng@gauteng.gov.za or posted to Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, Human Resource Department, Moshoeshoe Street, between 07h30 – 15h30.
- NOTE** : Applications must be submitted on a new Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification of the application. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. In terms of DPSA circular no 19 of 2022, fully completed and signed Z83 form should be accompanied by a recent updated CV. NO copies/certified copies on application, only Z83 and CV. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications, candidates will also be required to submit proof of Criminal Verification obtainable from the South African Police Services and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the

requested documents will result in the application not being considered. Communication will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to medical surveillance Personnel Suitability Checks (PSC) – Verifications (Reference checks, identity verification and qualification verification). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment(s) to the advertised post(s). Gauteng Department of Health is guided by the principles of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity targets of the of the institution. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

- CLOSING DATE** : 04 October 2024
- POST 33/113** : **PROFESSIONAL NURSE SPECIALTY: ADVANCED PSYCHIATRIC NURSING REF NO: SEB/2024/04 (X1 POST)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R451 533 – R520 560 per annum, (all-inclusive package)
: Sebokeng Hospital
: Basic R425 qualification (Diploma / Degree in nursing) or equivalent that allows registration with South African Nursing Council (SANC) as a Professional Nurse. Current registration with SANC as Professional Nurse. Post basic Nursing Qualification of the duration of 1 year, accredited and registered with SANC in Advanced Psychiatric nursing or Child Psychiatric nursing. Have a minimum of four (4) years appropriate / recognizable experience in nursing after registration as a Professional nurse with SANC in General nursing.
- DUTIES** : Provision of high quality, holistic and specialized nursing care within applicable legislation and related legal and ethical nursing practices. Perform clinical nursing practice and promote quality nursing care in accordance with the scope of practice and nursing standards as determined by the institution. Work as part of multidisciplinary team to ensure good nursing care. Work effectively, amicably with persons of diverse intellectual, cultural, racial, or religious differences. Able to plan and organize own work and that of support of personnel to ensure proper nursing care. Provision of quality patient care through adherence to set standards, policies, and procedures. To provide more complex nursing care that leads to improved service delivery by upholding Batho-Pele Principles and Patient's Rights Charter. Act as shift leader in Unit (when necessary). Effective utilization of resources. Participation in training and research. Maintenance of professional growth, ethical standards, and self-development. Must be prepared to work in allocated area due to service demands and work shifts as per allocation; this includes night shift, weekends, and public holidays.
- ENQUIRIES APPLICATIONS** : Mr. Sejeng S.J.K Tel No: (016) 930 3302
: should be e-mailed to: Recruitment.Sebokeng@gauteng.gov.za or posted to Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, Human Resource Department, Moshoeshoe Street, between 07h30 – 15h30.
- NOTE** : Applications must be submitted on a new Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification of the application. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. In terms of DPSA circular no 19 of 2022, fully completed and signed Z83 form should be accompanied by a recent updated CV. NO copies/certified copies on application, only Z83 and CV. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications, candidates will also be required to submit proof of Criminal Verification obtainable from the South African Police Services and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents will result in the application not being considered. Communication will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to medical surveillance Personnel Suitability Checks (PSC) – Verifications (Reference checks, identity verification and qualification verification). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment(s)

to the advertised post(s). Gauteng Department of Health is guided by the principles of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity targets of the of the institution. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

CLOSING DATE

: 04 October 2024

POST 33/114

: **PROFESSIONAL NURSE SPECIALTY: TRAUMA NURSING REF NO: SEB/2024/05 (X1 POST)**

Directorate: Nursing (Accident and Emergency)

SALARY

: R451 533 – R520 560 per annum, (all-inclusive package)

CENTRE

: Sebokeng Hospital

REQUIREMENTS

: Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic Nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in the relevant specialty (Trauma Nursing Science). A minimum of 4 years appropriate/ recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing.

DUTIES

: Provision of high quality, holistic and specialized Nursing care within set standards and within Professional / legal framework in a highly specialized Accident and Emergency Unit. Be flexible, able to handle high patient flow pressure, be able to prioritize and respond to patient care needs in an emergency. Effective utilization of Human, financial and material resources. Adhere to the basic Principles of Infection Prevention and Control. Ability to carry out Nursing administrative duties including shift leading and relieving the Operational Manager. Maintain Professional and Ethical growth / development through on-going training and Research. Must be willing to work, day and night shift.

ENQUIRIES

: Mr. Sejeng S.J.K Tel No: (016) 930 3302

APPLICATIONS

: should be e-mailed to: Recruitment.Sebokeng@gauteng.gov.za or posted to Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, Human Resource Department, Moshoeshoe Street, between 07h30 – 15h30.

NOTE

: Applications must be submitted on a new Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification of the application. Z83 form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. In terms of DPSA circular no 19 of 2022, fully completed and signed Z83 form should be accompanied by a recent updated CV. No copies/certified copies on application, only Z83 and CV. Only shortlisted candidates will be required to submit certified copies of Identity Document, Qualifications, candidates will also be required to submit proof of Criminal Verification obtainable from the South African Police Services and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents will result in the application not being considered. Communication will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to medical surveillance Personnel Suitability Checks (PSC) – Verifications (Reference checks, identity verification and qualification verification). If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment(s) to the advertised post(s). Gauteng Department of Health is guided by the principles of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity targets of the of the institution. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

CLOSING DATE

: 04 October 2024