

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 34/187** : **MEDICAL SPECIALIST REF NO: REFS/021629**
Directorate: Anaesthesia
- SALARY** : R1 271 901 per annum, (all- inclusive package)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Anaesthesia. Registration with the HPCSA as a Medical Specialist in Anaesthesia. No experience required after registration with the HPCSA as Medical Specialist in Anaesthesia. Following will be an added advantage: post-registration experience as a specialist is a recommendation but not required.
- DUTIES** : To administer and oversee the administration of Anaesthesia at all levels and service points. Providing clinical services in Anaesthesia subspecialties as determined by the department. Participate and assist in teaching and training of both undergraduate and postgraduate students. Perform administrative duties as delegated by the Head of Department. Conduct clinical research / audits and/ or participate in the research programs in the department and supervise MMed research studies. Comply with the Performance Management and Development System (contracting, quarterly or semester reviews and final assessment).
- ENQUIRIES** : Dr M. Khalpey Tel No: (011) 488 4344/ 083 446 6555
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 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 initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/Y YYYY). The information on the new 283 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) - Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, White Males, Coloured Females, Indian Males, African Males, White Females and African Females are encouraged to apply. Please note that salary will be adjusted according to years of experience as per OSD policy.
- CLOSING DATE** : 07 October 2024
- POST 34/188** : **MEDICAL SPECIALIST (PSYCHIATRY) REF NO: 021608 (X2 POSTS)**
Directorate: Clinical Service
- SALARY** : Grade 1: R1 271 901 per annum, (all package inclusive)
Grade 2: R1 451 214 per annum, (all package inclusive)
Grade 3: R1 680 780 per annum, (all package inclusive)
- CENTRE** : Dr. George Mukhari Academic Hospital and Sefako Makgatho Health Science University
- REQUIREMENTS** : MBCHB. FC Psych / MMed (Psychiatry) or equivalent qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) in a normal specialty (Psychiatry). Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal specialty (Psychiatry). Current registration (2024/2025) as a Medical Specialist with HPCSA. **Grade 1:** no experience after registration with the HPCSA as Medical

Specialist in a recognised Specialty, **Grade 2:** a minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA in a recognised Specialty and **Grade 3:** a minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a recognised Specialty. Sound knowledge and skills associated with the practice of Psychiatry. Ability to diagnose and manage common medical problems including emergencies. Good communication, leadership, interpersonal and decision-making qualities. Knowledge of current Health Legislation and policies as it relates to Public Institutions.

DUTIES

: Provide in-patient and out-patient clinical services. Plan, coordinate and ensure that Speciality clinics are conducted. Assist with undergraduate and post-graduate training. Maintain clinical, professional and ethical conduct. Administrative responsibilities: Provide effective and efficient specialist outreach consultant support at regional and district level facilities within the DGMAH cluster within the scope of acceptance and current practices in order to facilitate optimal health care provision. Active participation in hospital management committees. Assist with the development of policies and protocols of the hospital. Training junior staff and promote on-going staff development in accordance with individual and departmental needs. Maintain satisfactory clinical, professional and ethical standards in the department. Stimulate, assist with and conduct research relevant to the Department of Psychiatry Performance of overtime duties is a requirement (after hours, public holidays and weekends). Demonstrate the ability to work as a part of a multidisciplinary team.

ENQUIRIES

: Dr. PS Mazibuko Tel No: (012) 521 4032/4143

APPLICATIONS

: can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208. ABT 06 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria 0001. Applications may also be uploaded online at www.gautengonline.gov.za or <http://professionaljobcentre.gpg.gov.za>. Correspondence will be entered with shortlisted candidates only.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

CLOSING DATE

: 07 October 2024

POST 34/189

: **MEDICAL REGISTRAR REF NO: REFS/021630**

Directorate: Cardiothoracic Surgery

SALARY

: R949 146 per annum, (all-inclusive package)

CENTRE

: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS

: Appropriate qualification that allows for registration with HPCSA as a Medical Registrar. Registration with the HPCSA as Medical Registrar. No experience required after registration with the HPCSA as Medical Registrar. The following will be added advantage: Acquiring the CMSA Surgical Intermediary Examinations or reciprocal equivalent qualification recognised by the CMSA and HPCSA.

DUTIES

: As a surgical registrar in cardiothoracic surgery, the duties are both diverse and demanding. These duties ensure that you gain comprehensive training and experience, preparing you for a future role as a noble consultant cardiothoracic surgeon of high moral fabric. Some key responsibilities include Preoperative Care: Conducting thorough patient assessments, including history taking and physical examinations. Discussing surgical options, risks, and benefits with patients and their families. Coordinating with anaesthesiologists and other specialists to plan the surgical approach. Operative Duties: Assisting in complex cardiothoracic surgeries, such as coronary artery bypass grafting (CABG), valve replacements, and lung _ resections. Performing certain surgical procedures under supervision, gradually increasing in complexity as you gain experience. Ensuring adherence to sterile techniques and maintaining a safe surgical environment. Postoperative Care: Monitoring patients in the intensive care unit (ICU) and managing post-operative complications. Collaborating with the critical care team to optimize patient recovery. Conducting follow-up visits to assess patient progress and manage any long-

term complications. Academic and Research Activities: Participating in clinical research projects and contributing to academic publications. Attending and presenting at local and international medical conferences and seminars. Engaging in continuous medical education to stay updated with the latest advancements in cardiothoracic surgery. Administrative Duties: Maintaining accurate and detailed patient records. Participating in departmental meetings and contributing to quality improvement initiatives. Supervising and mentoring junior medical staff and medical students. Professional Development: Developing skills in advanced surgical techniques and technologies. Building a professional network with peers and mentors in the field. Preparing for board examinations and certifications in cardiothoracic surgery. Always displaying the highest level of professionalism. Participating in commuted overtime and familiarising oneself with all the governance policies relating to this post. Commitment to cluster obligations: Participating in departmental outreach initiatives, which would include rotations to cluster hospitals.

- ENQUIRIES** : Dr I.C Taunyane Tel No: (011) 717 2536
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. Please note the salary will be adjusted according to years of experience as per OSD policy.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Males and Indian Females are encouraged to apply.
- CLOSING DATE** : 07 October 2024
- POST 34/190** : **MEDICAL REGISTRAR REF NO: REFS/021631**
Directorate: Obstetrics and Gynaecology
Re-advertisement
- SALARY** : R949 146 per annum (all-inclusive package)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualifications that allow registration with HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Registrar. No experience required after registration with the HPCSA as a Medical Registrar. The following will be added advantages: Work experience in the field of Obstetrics and Gynaecology. CMSA part 1a and 1b examinations. Auxiliary courses relevant to the field of Obstetrics and Gynaecology (example ACLS).
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meeting like mortality meetings, near miss meeting 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). Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessments and treatment of patients, Registrars will be rotated through the related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will

be appointed jointly between the Gauteng Provincial Government, Chris Hani Baragwanath Academic Hospital, Charlotte Maxeke Johannesburg Academic Hospital, Rahima Moosa Child Hospital, Klerksdorp and the following tertiary institution: University of the Witwatersrand (WITS).

ENQUIRIES

: Prof L Chauke Tel No: (011) 488 4178
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. Please note the salary will be adjusted according to years of experience as per OSD policy.

NOTE

: The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Males and Indian Females are encouraged to apply.
07 October 2024

CLOSING DATE

POST 34/191

: **REGISTRAR (MEDICAL) REF NO: REFS/021635**
Directorate: Paediatrics

SALARY

: R949 146 per annum, (all inclusive)

CENTRE

: Kalafong Provincial Tertiary Hospital

REQUIREMENTS

: MBChB or equivalent qualification. A valid registration with the HPCSA as an independent medical practitioner. Successful completion of FC Paed (SA) Part 1 of the Colleges of Medicine. Experience in the management of children and neonates at a secondary level or higher will be an advantage. Recommended is a Diploma in Child Health and relevant research experience.

DUTIES

: The successful candidates will be responsible for rendering of clinical services, which includes after-hours work (weekdays and weekends) as required by the Department of Paediatrics. Rotation through hospitals and units associated with the University of Pretoria. Participating in departmental activities in relation to teaching and research. Participating in Departmental patient related administration, meetings and case presentations. Completion of a research project as required by the University of Pretoria and the HPCSA. The candidate will have to maintain a logbook and portfolio of learning as required by the Colleges of Medicine of South Africa.

ENQUIRIES

: Prof T Avenant Tel No: (012) 373 1009

APPLICATIONS

: Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 001 or www.gauteng_professional_jobcentre.gov.za). Late applications or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.

NOTE

: Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za or www.gov.za. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?” then the answer to the next question “In the event that you are employed in the Public Service you immediately relinquish such business interests?” can be left blank or indicated as not applicable. A “not applicable” or blank response will be allowed on the question “If your profession or occupation requires official registration, provide date and particulars of registration”; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see

attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae also showing all information as required by the advert. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may submitted to HR on / or before the date of the interview. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. The recommended candidates for appointments will be subjected to Personnel Suitability Checks. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. Medical surveillance will be conducted on the recommended applicants, at no cost. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE

: 07 October 2024

POST 34/192

: **PN-B3 OPERATIONAL MANAGER NURSING SPECIALTY: MATERNITY**
Directorate: Nursing Services

SALARY

: R656 964 per annum, (plus benefits)

CENTRE

: Kalafong Provincial Tertiary Hospital

REQUIREMENTS

: Basic qualification accredited with South African Nursing Council in terms of Government Notice 425 i.e. Diploma / Degree or equivalent qualification that allows registration with SANC as a Professional Nurse. Post-Basic Nursing qualification with a duration of at least 1 year accredited with SANC in Advanced Midwifery. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in Advanced Midwifery Nursing Science. Current (2024) SANC receipt. Diploma in Nursing Administration /Management will be an added advantage and will be given priority. Computer literacy and driver's license will be an added advantage. Knowledge of Nursing care processes and procedures, nursing statutes, National Core Standards and other relevant Legal frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act. Skills: Leadership, Organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Interpersonal skills including conflict management and counseling.

DUTIES

: Provision of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Manage effectively supervision and utilization of resources. i.e. Human, Material, and monitoring of the services. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Display a concern for patients by promoting, advocating, facilitating proper treatment /care and ensuring that the unit adheres to the principles of Batho-pele and patient centered nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and Nursing standards. Maintain professional growth / ethical standards and self-development. Promote quality nursing care as directed by the Professional scope of practice and standard. Knowledge of Labour Relations Act and Disciplinary Code and Procedure.

ENQUIRIES

: Ms. K.A Kelembe Tel No: (012) 318-6634

<u>APPLICATIONS</u>	:	Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 001 or www.gauteng_professional_jobcentre.gov.za . Late applications or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.
<u>NOTE</u>	:	Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za or www.gov.za . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?” then the answer to the next question “In the event that you are employed in the Public Service you immediately relinquish such business interests?” can be left blank or indicated as not applicable. A “not applicable” or blank response will be allowed on the question “If your profession or occupation requires official registration, provide date and particulars of registration”; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae also showing all information as required by the advert. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may submitted to HR on / or before the date of the interview. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. The recommended candidates for appointments will be subjected to Personnel Suitability Checks. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. Medical surveillance will be conducted on the recommended applicants, at no cost. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.
<u>CLOSING DATE</u>	:	07 October 2024
<u>POST 34/193</u>	:	<u>OPERATIONAL MANAGER SPECIALTY: (PAEDIATRICS)</u> Directorate: Nursing Services
<u>SALARY</u>	:	R656 964.per annum, (plus benefit)
<u>CENTRE</u>	:	Kalafong Provincial Tertiary Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Basic qualification accredited with South African Nursing Council in terms of Government Notice 425 i.e. Diploma / Degree in Nursing as a Professional nurse or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing, at least 5 years of period referred to above must be appropriate / recognizable experience in the specialty (Child Nursing Science). Post Basic Nursing qualification, with a duration of at least one (1) year in specialized area mentioned above. Current (2024) SANC receipt. Diploma in Nursing Administration / Management will be an added advantage and will be given priority. Computer literacy and driver’s license will be an added advantage. Knowledge of Nursing care processes and procedures, nursing statutes, National Core Standards and other relevant Legal frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act. Skills:

Leadership, Organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Interpersonal skills including conflict management and counseling.

DUTIES

: Coordination of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Manage effectively supervision and utilization of resources. i.e. Human, Material, and monitoring of the services. Coordination of provision of effective training and research. Maintain professional growth / ethical standards and self-development. Display a concern of patients by promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the Principles of Batho Pele and patient centered nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and Nursing Standards.

ENQUIRIES

: Ms K.A Kelemebe Tel No: (012) 318-6634

APPLICATIONS

: Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 001 or www.gauteng_professional_jobcentre.gov.za. Late applications or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.

NOTE

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

CLOSING DATE

: 07 October 2024

<u>POST 34/194</u>	: <u>PN-B3 OPERATIONAL MANAGER NURSING SPECIALTY: ADULT INTENSIVE CARE UNIT / HIGH CARE</u> Directorate: Nursing Services
<u>SALARY CENTRE REQUIREMENTS</u>	: R656 964.per annum, (plus benefits) : Kalafong Provincial Tertiary Hospital : Basic qualification accredited with South African Nursing Council in terms of Government Notice 425 i.e. Diploma / Degree or equivalent qualification that allows registration with SANC as a Professional Nurse. Post-Basic Nursing qualification with a duration of at least 1 year accredited with SANC in Adult Intensive Care. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in Adult Intensive Care Nursing Science. Current (2024) SANC receipt. Diploma in Nursing Administration /Management will be an added advantage and will be given priority. Computer literacy and driver's license will be an added advantage. Knowledge of Nursing care processes and procedures, nursing statutes, National Core Standards and other relevant Legal frameworks such as Nursing Act. OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act. Skills: Leadership, Organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Interpersonal skills including conflict management and counseling.
<u>DUTIES</u>	: Coordination of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Manage effectively supervision and utilization of resources. i.e. Human, Material, and monitoring of the services. Coordination of the provision of effective training and research. Reduce and Manage complaints effectively. Implement Ideal Hospital Assessment. Provision of effective support to nursing services. Display a concern for patients by promoting, advocating, facilitating proper treatment /care and ensuring that the unit adheres to the principles of Batho-Pele and patient centered nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and Nursing standards. Maintain professional growth / ethical standards and self-development. Promote quality nursing care as directed by the Professional scope of practice and standard. Knowledge of Labour Relations Act and Disciplinary Code and Procedure.
<u>ENQUIRIES APPLICATIONS</u>	: Ms. K.A Kelembe Tel No: (012) 318 - 6634 : Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 001 or www.gauteng_professional_jobcentre.gov.za . Late applications or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.
<u>NOTE</u>	: Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za or www.gov.za . The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "If your profession or occupation requires official registration, provide date and particulars of registration"; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae also showing all information as required by the advert. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may submitted to HR on / or before the date of the interview. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance

agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. The recommended candidates for appointments will be subjected to Personnel Suitability Checks. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. Medical surveillance will be conducted on the recommended applicants, at no cost. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

- CLOSING DATE** : 07 October 2024
- POST 34/195** : **PNA5 OPERATIONAL MANAGER GENERAL STREAM (X2 POSTS)**
Directorate: Nursing Services
- SALARY** : R520 560 – R596 322 per annum, (plus benefits)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : Grade 12 and Basic R425 qualification (i.e. Diploma / Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Minimum of seven (7)-years appropriate / recognizable experience in General Nursing after registration as Professional Nurse with SANC in general nursing. Nursing Administration and Nursing Education will be an added advantage. Experience in an Inpatient management will serve as an added advantage. Current 2024 SANC receipt. Computer literacy and driver's license will be an added advantage. Knowledge of Nursing care processes and procedures, nursing statutes, National Core Standards and other relevant Legal framework 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. Skills: Leadership, Organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Interpersonal skills including conflict management and counseling. Complaint management, Patient Safety Incidence management. Good communication skills (verbal and written). Ability to work under pressure. Report Writing skills, Coordination skills, Planning and Organization skills.
- DUTIES** : Coordination of optimal. Holistic specialized nursing care with set standards and within the professional / legal framework. Manage effectively the supervision and utilization of human, financial and material resources. Coordination 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 patients by promoting advocating, facilitating proper treatment / care and ensuring that the unit adheres to the Principles of Batho-Pele and patient centred approach. Ensure clinical practices by the nursing team in accordance with the scope of practice and nursing standards. Promote quality of nursing care as directed by the professional scope of practice and standard as determined by the relevant health facility. Manage complaints and reduce patient safety incidents. Able to manage own work and that of the units reporting to the post and ensure appropriate interventions to enhance nursing services at facility level. Work effectively and amicably, at the management level with persons of diverse intellectual, cultural, racial or religious difference.
- ENQUIRIES** : Ms. K.A Kelembe Tel No: (012) 318 - 6634
- APPLICATIONS** : Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 001 or www.gauteng_professional_jobcentre.gov.za). Late applications or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.
- NOTE** : Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za or www.gov.za. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?” then the answer to the next question “In the event that you are employed in the Public Service you immediately relinquish such business interests?” can be left blank or indicated as not applicable. A “not applicable” or blank response will be allowed on the question “If your profession or occupation requires official registration, provide date and particulars of registration”; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see

attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. Applicants must utilize the most recent Z83 Application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae also showing all information as required by the advert. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may be submitted to HR on / or before the date of the interview. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. The recommended candidates for appointments will be subjected to Personnel Suitability Checks. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. Medical surveillance will be conducted on the recommended applicants, at no cost. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE

: 07 October 2024

POST 34/196

: **CHIEF OCCUPATIONAL THERAPIST GRADE 1 REF NO: CCRC/COT/2024**
 Directorate: Clinical Services
 Re-advertisement

SALARY
CENTRE
REQUIREMENTS

: R545 262 per annum, (plus benefits)
 : Cullinan Care & Rehabilitation Centre (CCRC)
 : An appropriate degree in Occupational Therapy. Registration as an independent practitioner with the Health Profession Council of South Africa. Current annual registration with HPCSA. A minimum of 5 years appropriate experience as an Occupational therapist post community service. Competency requirements: Must have knowledge of the health and public service legislation, regulations and policies. Knowledge in procedures of labour relations. Application of clinical Occupational theory, practices and ethics. Communication, report writing, computer, presentation, planning, organizational, research, analytical and decision-making skills. Human resources and financial management skills. Preference will be given to candidates with supervisory or management experience, post-graduate qualification diploma/degree in Occupational Therapy will be an added advantage, candidates with proven experience chronic mental health services, severe to profound intellectual disabilities and the supervision of Occupational Therapists, occupational therapy technicians.

DUTIES

: The incumbent will be responsible for management of all Occupational therapy service related to the care and rehabilitation services for severe and profound intellectually disabled mental health care users in the facility, record-keeping, effective quality service delivery, human resource management of Occupational Therapists and Occupational Therapy Technicians, financial and stock management, Quality improvement projects, risk management, ideal hospital framework, training and development of the OT staff. Your clinical duties will include the execution of the Occupational therapy process with your clinical case load in the MDT setting, allocating workload and leave management. Identifying departmental needs, participating in implementing new service and developing management protocols for improved patient care. Assist in the management of all resources of the Occupational therapy department and implement sectional and provincial quality assurance measures in the department. Participate in the formulation and review of strategies in allocated area of work as required. Attend relevant meetings and give feedback and in-service training to staff. Participate in continuous professional development and facilitate those of subordinates according to HPCSA and government regulations in allocated areas of work, as well as promoting and carrying out research and other projects in own work

area. Provide training and supervision to allocated Occupational therapy students as required and adhere to and implement all relevant policies, procedures, standards and legislation.

ENQUIRIES

: Technical Enquiries: Dr.Seopela VO Tel No: (012) 734 7000, Ext. 246
HR Enquiries: Ms MB Mentoor Tel No: (012) 734 7000

APPLICATIONS

: The applications must be hand delivered to: Cullinan Care and Rehabilitation Centre, Zonderwater road, Cullinan, or posted to Private Bag X1005, Cullinan, 1000 or emailed to the following address: Cullinancare.HRrecruitment@gauteng.gov.za

NOTE

: If you are not contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personal Suitability Checks (PSC) –Verification (Reference checks-provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary); identity verifications, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. notes: Applications must be submitted on a new approved Z83 form with comprehensive CV, applicants are submitting only Z83 and CV on application, all other documents will be submitted by shortlisted candidates only) Failure to submit all the requested documents will result in the application not being considered. Note: People with disability are encouraged to apply.

CLOSING DATE

: 08 October 2024

POST 34/197

: **OPERATIONAL MANAGER (GENERAL UNIT) REF NO: REFS/021632**
Directorate: Nursing Department (Cardio- Thoracic ward)

SALARY

: R520 560 per annum

CENTRE

: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS

: Matric or equivalent. Basic R425 qualification (diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Registered Nurse. Current registration with SANC as a Registered Nurse. Have a minimum of 7 years appropriate / recognizable experience in nursing as a Professional Nurse and Nursing Administration qualification. The following will be an added advantage: computer literacy.

DUTIES

: To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient, and equitable manner in the unit. Ensure compliance to professional and ethical practice. Application of nursing legislation and related legal and ethical nursing practices when rendering service. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the institution. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. Ensure that the unit complies to National Core standards, six key quality priorities and ideal hospital framework. Manage performance of staff in the unit. Communication with patients and relatives, supervisors, other health professionals and junior colleges 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. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial, or religious differences. Manage own work, time, and that of junior colleges to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of required services through staff duty scheduling and supervision. 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. Ordering, storing and control of equipment. Ensure that all staff under your care are trained on the use of different equipment to assist staff from the wards who might experience problems in operating such machines. Be accountable of all equipment under your care. Will be required to do hospital calls as required by the service.

ENQUIRIES

: Mr. GNB Moeng Tel No: (011) 488 3424
Ms. M Maseko Tel No: (011) 488 4732

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 08.

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 reserves the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. Coloured Males, Coloured Females, Indian Males and Indian Females, African males and African Females are encouraged to apply.

CLOSING DATE

: 07 October 2024

POST 34/198

: **PHYSIOTHERAPIST PRODUCTION LEVEL**

Directorate: Physiotherapy

SALARY

: Grade 1: R376 524 - R430 512 per annum, (plus benefits)

CENTRE

: Kalafong Provincial Tertiary Hospital

REQUIREMENTS

: Grade 12 with BSC in Physiotherapy or appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Physiotherapy. Grade 1 requires no experience; Grade 2 requires ten (10) years minimum experience and Grade 3 requires twenty (20) years minimum experience after registering with HPCSA as a Physiotherapist. Sound interpersonal and communication skills. Ability to work in a multidisciplinary environment. Ability to work under pressure.

DUTIES

: Assessment and treatment of in-patient and outpatient and external stakeholders in adherence to scope of practice. Assist in the department administrative activities, quality assurance and evidence-based programs. Contribute positively towards the development and growth of the physiotherapy department. Perform clinical supervision of physiotherapy students. Participate in professional departments programs. The candidate should be willing to rotate and be involved in various areas related to physiotherapy and perform overtime duties over the weekends.

ENQUIRIES

: Mr. A Hoosen Tel No: (012) 318-6764

APPLICATIONS

: Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 001 or www.gauteng.professional.jobcentre.gov.za. Late applications or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.

NOTE

: Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za or www.gov.za. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "If your profession or occupation requires official registration, provide date and particulars of registration"; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae also showing all information as required by the advert. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may be submitted to HR on / or before the date of the interview. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. The recommended candidates

for appointments will be subjected to Personnel Suitability Checks. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. Medical surveillance will be conducted on the recommended applicants, at no cost. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 07 October 2024

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS : To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za> Only online applications will be considered and for general enquiries please contact Human Resource on 083 324 0044/ 083 792 4851.

CLOSING DATE : 11 October 2024

NOTE : It is a requirement of this position for a candidate to produce a Pre-entry certificate issued by the National School of Government prior to appointment. The course is available at National School of Government under the name Certificate for Entry into an SMS and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. In line with the Department's employments Equity Plan, Females and People with Disabilities are encouraged to apply. Applicants must utilise the most recent Z83 application for employment form issued by the Minister for the Public Service and Administration in line with the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and the Curriculum Vitae (CV) will result in disqualification. The New Z83 form, obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

MANAGEMENT ECHELON

POST 34/199 : **DIRECTOR: PUBLIC TRANSPORT OPERATIONS REF NO: REFS/021633**

Branch: Transport Services

Re-advertisement, all applicants who previously applied are encouraged to re-apply

SALARY : R1 216 824 – R1 433 355 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE : Head Office (Johannesburg)

REQUIREMENTS : An undergraduate qualification at NQF Level 7 in Transport Management /Logistics Management / Transport Economics or related field as recognized by SAQA. A minimum of 5 years' experience at Middle/Senior managerial level in transport operations environment. A valid driver's license. Competencies: Knowledge of Public Service Regulation. Treasury Regulation. Knowledge of DORA and NTLA. Skills: Strategic capability and leadership skills. Problem solving and analysis. Creativity, Financial management, Customer focus and responsiveness Communication, Computer negotiation, conflict management and change management skills. planning and organizing.

DUTIES : Manage and monitor the provision of Public Transport subsidies. Provide compliance with Division of Revenue Act (DORA). Collaborate and engage with stakeholders to facilitate provision of Integrated Public Transport solution. Coordinate the management of day-to-day public transport operations. Review and implement management methodologies and workflow processes for efficiency management. Oversee, monitor, and manage the entire budgeting process for the public transport operations business unit. Manage and develop dedicated

ENQUIRIES

workforce that is qualified and able to manage the business unit delivery demands. Provide strategic direction and guidance to the business unit.
: Mr. Lebelo Maloka Tel No: (011) 355-7244