

- DUTIES** : Formulate and manage the departmental supply chain forecast based on de Departmental operational plans. Development of annual Procurement Plans. Development of annual Demand Plans. Manage the departmental bidding and adjudication process in line with relevant policies and standard operating procedures. Timeous evaluation. adjudication and award of tenders. Approval of quotations and purchase orders. Establish and maintain proper control systems for departmental assets and mechanisms aimed at eliminating then. losses, wastage and misuse of assets. Ensure that assets verification are conducted twice in a financial year. Monthly Asset reconciliations. Annual asset Management plans. Disposal of obsolete and redundant items Disposal of obsolete and redundant items. Ensure the asset register is updated at all times. Manage Service Level Agreements (SLAs) with supplier and service providers (Contract Management) Ensure that spending does not exceed the contracted amounts. Contract renewals done in time. Quarterly supplier performance reports. Effective and efficient Inventory Management. Ensure that stock levels are at optimum and economic levels. Annual Inventory Management plans. Quarterly stock taking of inventory. Effective and efficient Fleet Management. Increased efficiencies in the utilization of departmental fleet. Increased control and management of Reduced risk to the department Reduce the abuse of departmental vehicles. Manage resources (Human/ Finance/Equipment/ Assets). Ensure proper implementation of budget by monitoring, projecting and reporting expenditure. Ensure proper spending in line with strategic objectives. Monitor optimal utilization and functionality of equipment. Evaluate and monitor performance of employees to ensure achievement of strategic goal. Manage the Human Resource Development of employees in the Directorate. Enhance and maintain employee motivation, assets. Evaluate and monitor performance of employees to ensure achievement of Directorate strategic goal. Manage the development of employees in the directorate. Enhance and maintain employee motivation.
- ENQUIRIES** : Ms. Mmathethi Patjie Tel: 083 500 1225 /083 500 7644/ 011 689 3845 (during working hours 8h00am to 16:30pm)

**GAUTENG PROVINCIAL GOVERNMENT
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 45/341** : **MEDICAL SPECIALIST (INTERNAL MEDICINE) REF: MRH/2024/32**
Directorate: Clinical
- SALARY** : Grade 1 - R1 271 904.per annum
Grade 2 - R1 451 214.per annum
Grade 3 - R1 680 780.per annum
- CENTRE REQUIREMENTS** : Mamelodi Regional Hospital
National Senior Certificate and a Master Degree qualification that allows registration with the HPCSA as Medical Specialist in Internal Medicine and current registration. The successful candidates must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in multi-disciplinary team. No experience required.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care. Supervising of junior medical staff, willing to do commuted overtime rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meeting and completing MEDCO Legal Documents timeously (e.g., Death certificate. Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plants. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related department at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities. Commuted Overtime Is Compulsory.
- ENQUIRIES APPLICATIONS** : Dr EB Mankge Tel No: (012) 841 8305
Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street,

Mamelodi Regional Hospital. Alternatively, applications can be emailed to: Applications.MRH@gauteng.gov.za

FOR ATTENTION NOTE : HR Manager. Mr MH Hlophe Tel No: (012 841 8329)

: Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV with contactable references. Only shortlisted candidates will be requested to bring original documents including certificates of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs Are Not For Sale At Mamelodi Regional Hospital.

CLOSING DATE : 24 December 2024

POST 45/342 : **MEDICAL SPECIALIST (PSYCHIATRY) REF: MRH/2024/33**
Directorate: Clinical

SALARY : Grade 1: R1 271 904 per annum
Grade 2: R1 451 214 per annum
Grade 3: R1 680 780 per annum

CENTRE REQUIREMENTS : Mamelodi Regional Hospital
National senior certificate plus MBChCh / MBChB plus FC Psychiatry or MMed (Psychiatry). Registration with HPCSA as a Medical Specialist and current registration. Appropriate experience in Psychiatric setting. **(Grade 1:** No Experience after registration with the HPCSA as Medical Specialist in a normal specialty. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA.).

DUTIES : Management of services within the Mental Health Unit both clinical and administrative. Provide effective and efficient outpatient mental health care in the Hospital including assessment, treatment and monitoring of psychiatric patients within the framework of the Mental Health Care Act (No. 17 of 2002). Development and implementation of evidence-based, clinical protocols and guidelines. Partake in quality improvement programs including clinical audits, morbidity and mortality meetings and continuous professional development activities in the units and other departments. Implement and monitor adherence to Mental Health Care Act. Rendering of afterhours services including weekends (commuted overtime). Lead the multidisciplinary team discussions of patients in the psychiatric wards. Liaise with referral centres for patients who need further care and investigations. Training of staff members in the unit and other departments. Active participation in all hospital committees. To liaise with external stakeholders where appropriate and always maintain Professional and Ethical conduct.

ENQUIRIES APPLICATIONS : Dr EB Mankge Tel No: (012) 841 8305
: Rethabile, 0122, hand delivery to: Human Resource ,19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. Alternatively, applications can be emailed to: Applications.MRH@gauteng.gov.za For attention: Mr. MH Hlophe (HR Manager).

FOR ATTENTION NOTE : HR Manager. Mr MH Hlophe Tel No: (012 841 8329)

: Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV with contactable references. Only shortlisted candidates will be requested to bring original documents including certificates of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs Are Not For Sale At Mamelodi Regional Hospital.

CLOSING DATE : 24 December 2024