



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 38 OF 2023
DATE ISSUED 20 OCTOBER 2023

1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: Kindly note that the following post of Medical Specialist: Ear, Nose and Throat (**For Kalafong Provincial Tertiary Hospital**) that was advertised in Public Service Vacancy circular 37 dated 13 October 2023, the correct enquiry person and address are as follows: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Enquiries: Prof. O. D Montwedi Tel No: (012) 373 1004. The closing date has been extended to 03 November 2023.

OTHER POSTS

<u>POST 38/110</u>	:	<u>MEDICAL SPECIALIST REF NO: REFS/019127</u> Directorate: Internal Medicine – Endocrinologist
<u>SALARY</u>	:	R1 214 805 per annum, (all-inclusive package). Please note that the salary will be adjusted according to years of experience as per OSD policy.
<u>CENTRE REQUIREMENTS</u>	:	Charlotte Maxeke Johannesburg Academic Hospital Appropriate Medical qualification that allows registration with the HPCSA as a Specialist in the Internal Medicine. HPCSA registration as Medical Specialist in the Internal Medicine. None experience after registration with the HPCSA as a Medical Specialist in the Internal Medicine. Added advantage: Preference will be given to candidates with experience in renal transplant medicine and applicants with strong focus in research, teaching, and independent practice with HPCSA. Essential skills: Patient first mentality; General management skills; Excellent communication skills; Good professional judgment; Integrity and professional dependability; Leadership experience; Conflict management; Cost-containment; Management training and experience; Technology and computer skills; Problem-solving experience; Coaching and mentoring experience. Academic: Participation in the academic duties of the Wits Internal Medicine and related Department/Sub Specialities. Performance of research within the department. Supervision of research within the department and MMed students. Training and supervision of Senior registrars, registrars, medical students including tutorials, teaching ward rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff.
<u>DUTIES</u>	:	As a consultant, the candidate will be responsible for the clinical management of general medical patients and sub specialist medicine responsibilities. The incumbent will be required to lead operational and academic ward rounds including post-intake, follow-up, and grand rounds. As the most senior doctor in the unit, the incumbent will be required to supervise registrars, medical officers, intern doctors and students in patient care and the performance of diagnostic and therapeutic procedures. Other clinical duties include managing patients at OPD, managing patients attending the Sub-specialty OPD or Specialty Ward Consultations within a relevant Sub-specialty. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associate clinical staff. Co-ordination of specialty services at CMJAH and cluster hospitals for both inpatient and outpatient services. Supervision of clinical technology services as required. Overseeing the development of appropriate referrals pathways and development of services at referral hospital. Overtime is mandatory.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof. A Mahomed Tel No: (011) 488 4649/3564 Applications should be submitted on a (PDF Format only) to the following email-address: Medicalhr.Cmjah@gauteng.gov.za . Only online application will be considered. Please use the reference as the subject.
<u>NOTE</u>	:	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). Invited candidates will be subjected to employment vetting process and medical surveillance. 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. 03 November 2023

CLOSING DATE

:

POST 38/111

:

CLINICAL PSYCHOLOGIST GRADE 1 REF NO: CHBAH 714 (X1 POST)
Directorate: Psychiatry

SALARY CENTRE

:

R790 077 per annum, (all-inclusive package)

:

Chris Hani Baragwanath Academic Hospital

REQUIREMENTS

:

Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Psychologist with a relevant registration category (i.e clinical) and current HPCSA registration for April 2023/March 2024 (RSA: No experience required after registration with the HPCSA as Psychologist in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa), (Foreigner: 1 Year relevant experience required after registration with HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa). Please note this position is a Joint Appointee position, which means that you would be involved with teaching and training within the Psychiatry Department. Knowledge, Skills, Training and Competence Required: Sound clinical knowledge regarding Clinical Psychology diagnostic assessment and treatment procedures. Knowledge and the ability to administer and interpret psychological tests. Ability to function in a multi-disciplinary team. Excellent Communication and interpersonal relationship skills. Quality Assurance and Improvement. Problem solving skills. Planning and organising.

DUTIES

:

Assess persons by means of clinical interviews. Administer and write reports on psychometric assessments. Ability to conduct individual, group and family psychotherapy. Ability to communicate with patients and relatives. Maintain accurate records and statistics. To offer assessment supervision to intern clinical psychologists. To offer psychotherapy supervision to intern clinical psychologists and psychiatry Registrars.

ENQUIRIES

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Ms N Noorbhai Tel No: (011) 933 8042

APPLICATIONS

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

NOTE

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Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity) with no blank spaces left. And must be initialled and signed. On the Z83 application form the Department where position was advertised and 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, service certificate 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 and must specify the following: All experience should be in a chronological order indicating the position, institution and 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, service certificate and other relevant documents on or before the interview. Shortlisted Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC), Verification checks (Reference checks: Provide at least 3 and one must from an immediate supervisor. The Department reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information mentioned above will disqualify the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification will be performed. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The 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 are encouraged to apply. Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will late applications will not be considered. No faxed applications will be considered.

- CLOSING DATE** : 10 November 2023
- POST 38/112** : **COMMUNITY HEALTH CENTRE MANAGER – ASSISTANT MANAGER (PHC SPECIALITY) REF NO: JHD/D/11 (X1 POST)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R683 838 per annum, (plus benefits)
: Itireleng Community Health Centre
: A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with the SANC as Professional Nurse. A post-basic nursing qualification with duration of at least 01 year in the specialty relevant to PHC setting accredited with the SANCA. A minimum of 10 years; appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management/supervisory level. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). Financial management and human resource management; Leadership, organizational, decision making and problem-solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation. Computer literacy is mandatory. Driver's licence will be an added advantage.
- DUTIES** : To ensure that a comprehensive nursing treatment and care service is provided to patients in a cost effective, efficient, and equitable manner by the facility. To always ensure compliance to professional and ethical standards. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health professional body. Facilitate provision of a comprehensive package of service at PHC level. Ensure that the unit adheres to the principles of Batho Pele. Ensure effective implementation of nursing services. Develop Quality Improvement Plans. Implement and manage Occupational Health and Safety, Risk management as well as Quality Assurance Program, and any other health related programs. Ensure compliance with clinical protocols, norms and standards within the

clinic. Adhere to Office of the Health Standard Compliance mandates. Ensure effective achievement of Ministerial Priorities, Ideal Clinic Compliance. Support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS); develop and implement staff training plan. Attend to grievances of staff and administer discipline. Ensure that absenteeism and abscondment of staff is effectively controlled and managed. Ensure submission of daily, weekly, monthly, quarterly, and annual reports. Manage and implement COVID 19 vaccination guidelines. Manage and support implementation of the COVID 19 vaccination program. General administration duties and management soft skills is mandatory.

ENQUIRIES : Ms M Mazibuko Tel No: (010) 345 4324
APPLICATIONS : Applications must be submitted only through this email: SubDistrictD.JobApplications@gauteng.gov.za, Applicants must indicate the post reference number as subject line of the email.

NOTE : The fully completed and signed new Z83 form should be accompanied by a detailed recently updated CV. Copies of your qualifications, identity document and driver's license do not need to be attached upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card and Driver's license copies must be double sided. Please ensure that the reference number is correctly quoted. 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. People with disabilities are encouraged to apply. All recommended candidates will be subjected to positive results of the security screening process which entails reference checks, criminal records check, qualification verification and medical surveillance. Incomplete applications or applications received after closing date will not be considered. Johannesburg Health District does not have budget for resettlement and S&T claims.

CLOSING DATE : 03 November 2023

POST 38/113 : **OPERATIONAL MANAGER PNB-3: GA RANKUWA VIEW CLINIC AND WINTERVELDT CLINIC REF NO: TDHS/A/2023/88 (X2 POSTS)**
 Directorate: Tshwane District Health Services

SALARY : R627 474 - R703 752 per annum, (plus benefits)
CENTRE : Tshwane Health District Services:
 Ga Rankuwa Clinic
 Winterveldt Clinic

REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice R425 (Degree or Diploma in Nursing). Post basic qualification in terms of Government Notice R48 with a duration of at least 1 year in Curative Skills in Primary Health Care (Clinical Nursing Science, Health Assessment, Treatment and Care) accredited with the SANC. Current registration with South African Nursing Council essential. An additional qualification in Nursing Administration/Management will be an added advantage. A minimum of nine (9) years appropriate and recognizable experience in nursing post registration as a professional nurse. At least (5) years of the period referred above should be after obtaining a 1-year Post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Knowledge of the application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of Batho Pele Principles, Patients' Rights Charter, and quality assurance system. Ability to communicate verbally and written. Good people management and presentations skills. Good communication (verbal and written), interpersonal, social mobilisation, networking, and financial management as well as Computer skills, report writing and presentation skills. Valid Driver's license is essential (Manual transmission). Extensive Knowledge of the application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Use of technology to communicate (i.e. analyse data, documents, compile necessary reports, identify gaps and take remedial

- steps as well as overall Monitoring & Evaluation. Possess computer literacy skills and extensive competency in report writing skills.
- DUTIES** : Demonstrate knowledge of legislation relevant to health care services. Management of the facility by providing comprehensive Primary Health Care services to the communities. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele Principles, Patients' Rights Charter. Provide administrative services, as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Manage Primary health Care services. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services. Oversee, implement, and sustain Ideal Health Facility Realization programme.
- ENQUIRIES** : Ms SR Kanama at 083 358 5454
- APPLICATIONS** : Applications must be submitted to Tshwane Health District Services, 3319 Fedsure Forum Building, cnr Lilian Ngoyi and Pretorius Street, Pretoria, 0001, Application Box First Floor Reception. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No late applications will be considered after the closing date. A practical test and /or competency assessment where relevant, relating to the key areas of knowledge and skills may form part of the selection process for this position.
- CLOSING DATE** : 03 November 2023
- POST 38/114** : **OPERATIONAL MANAGER (SPECIALTY) - (MOU) REF NO: JHD/D/10 (X1 POST)**
Directorate: Nursing
- SALARY** : R627 474 - R703 752 per annum, (plus benefits)
- CENTRE** : Itireleng Community Health Centre
- REQUIREMENTS** : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with the SANC as Professional Nurse. A post-basic nursing qualification with duration of at least 01 year in the specialty relevant to PHC setting accredited with the SANC. A minimum of 09 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 in the PHC setting after obtaining the 1 year post basic qualification in the relevant specialty. 2 years' experience at management / supervisory level will be an added advantage. Other skills/requirement: Financial management and human resource management; leadership, decision making and problem-solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation. Computer literacy.
- DUTIES** : Ensure proper general management of the Midwife Obstetric Unit, personnel, clients and resources. Teach, delegate, monitor and evaluate performance / appraise personnel. Deputize the clinic manager in her absence. Ensure clinical practise by the clinical team in accordance with the Scope of Practise and Nursing Standards. Always promote upholding of Ethical Code of Conduct. Compile reports, analyse data, identify gaps, and take remedial steps. Ensure proper record keeping. Provide comprehensive Mother, Women, Child, and Neonatal Services. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the Office of the Health Standard Compliance & Ideal clinic. Ensure community participation. Manage labour relations issues. Ensure implementation of Government policies including Quality Priorities, Batho Pele and Patients'

Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive Primary Health Care services. Ensure effective and efficient coordination and integration of quality health care. Empower staff to prevent occurrences of Patient Safety Incident (PSI). Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS); Perform any other delegated duties.

- ENQUIRIES** : Ms M Mazibuko Tel No: (010) 345 4324
- APPLICATIONS** : Applications must be submitted only through this email: SubDistrictD.JobApplications@gauteng.gov.za, Applicants must indicate the post reference number as subject line of the email.
- NOTE** : The fully completed and signed new Z83 form should be accompanied by a detailed recently updated CV, copies of your qualifications, identity document and driver's license do not need to be attached upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card and Driver's license copies must be double sided. Please ensure that the reference number is correctly quoted. 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. People with disabilities are encouraged to apply. All recommended candidates will be subjected to positive results of the security screening process which entails reference checks, criminal records check, qualification verification and medical surveillance. Incomplete applications or applications received after closing date will not be considered. Johannesburg Health District does not have budget for resettlement and S&T claims.
- CLOSING DATE** : 03 November 2023
- POST 38/115** : **OPERATIONAL MANAGERS (PHC SPECIALTY) REF NO: JHD/D/12 (X1 POST)**
Directorate: Nursing
- SALARY** : R627 474 - R703 752 per annum, (plus benefits)
- CENTRE** : Johannesburg Health District - Diepkloof & Orlando Clinics
- REQUIREMENTS** : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with the SANC as Professional Nurse. A post-basic nursing qualification with duration of at least 01 year in the specialty relevant to PHC setting accredited with the SANC A minimum of 09 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 in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). 2 years' experience at management / supervisory level will be an added advantage. Financial management and human resource management; Leadership, organizational, decision making and problem-solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation. 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 by the facility. To always ensure compliance to professional and ethical standards. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facility. Facilitate provision of a comprehensive package of service at PHC level and ensure that the unit adheres to the principles of Batho Pele. Ensure effective implementation of Service and Quality Improvement Plans, Occupational Health, and Safety as well as Quality Assurance Program etc. Ensure compliance with clinical protocols, norms, and standards within the clinic. Adhere to the Office of the Health Standards Compliance requirements and ensure effective achievement on ministerial priorities, Ideal clinic compliance and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS), develop and

- implement staff training plan. Attend to grievances of staff and administer discipline and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of daily, weekly, monthly, quarterly, and annual reports. Manage and implement COVID19 vaccination guidelines. General administration duties and management soft skills is mandatory.
- ENQUIRIES APPLICATIONS** : Ms M Mazibuko Tel No: (010) 345 4324
: Applications must be submitted only through this email: SubDistrictD.JobApplications@gauteng.gov.za, Applicants must indicate the post reference number as subject line of the email.
- NOTE** : The fully completed and signed new Z83 form should be accompanied by a detailed recently updated CV, copies of your qualifications, identity document and driver's license do not need to be attached upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card and Driver's license copies must be double sided. Please ensure that the reference number is correctly quoted. 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. People with disabilities are encouraged to apply. All recommended candidates will be subjected to positive results of the security screening process which entails reference checks, criminal records check, qualification verification and medical surveillance. Incomplete applications or applications received after closing date will not be considered. Johannesburg Health District does not have budget for resettlement and S&T claims.
- CLOSING DATE** : 03 November 2023
- POST 38/116** : **ASSISTANT MANAGER NURSING GENERAL (AREA) DAY & NIGHT SHIFTS REF NO: TMRH/AMN/03/2023 (X3 POSTS)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : Grade 1: R627 474 – R724 278 per annum, (plus benefits)
: Thelle Mogoerane Regional Hospital
: Basic R425 qualification (i.e., Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife. A minimum of 8 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of period referred to above must be appropriate/recognizable experience at management level (less 1 year from experience for candidates appointed from outside Public Service after complying with registration requirement) Diploma/Degree in Nursing Administration/Management will be an added advantage. Candidates should be computer literate.
- DUTIES** : Responsible for Coordination and delivery of quality Nursing Care within the relevant department. Participate in formulation, monitoring and implementation of Policies, guidelines, standard operating procedures, and regulations pertaining to Nursing Care. Provide effective support and management of human, material, and financial resources. Manage staff performance, training, and personal development of self and sub-ordinates including management of underperformance and grievances. Collect, provide, and use relevant information/statistics for the enhancement of service delivery. Executive after hours and week-end duties as scheduled. Rotate on day and night shifts.
- ENQUIRIES APPLICATIONS** : Ms MRE Damane Tel No: (011) 891 7299
: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 application form the Department where position was advertised it should state Department of Health (Thelle Mogoerane Regional Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate 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: experience that 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, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. 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. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. TMRH 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 are encouraged to apply. Please Note: The Public Service does not charge any fees for applying for posts.

- CLOSING DATE** : 03 November 2023 by 12H00
- POST 38/117** : **CHIEF DIAGNOSTIC RADIOGRAPHER REF NO: CHBAH 715 (X1 POST)**
Directorate: Radiography
- SALARY CENTRE REQUIREMENTS** : R520 785 per annum, (plus benefits)
: Chris Hani Baragwanath Academic Hospital
: National Diploma in Diagnostic Radiography/Degree. Appropriate qualification that allows registration with the Health Professions Council of South African HPCSA) in Radiography. Minimum of three (3) years' experience as a Diagnostic Radiographer after registration with the Health Professions Council of South Africa. Current registration with HPCSA for 2023/2024. Experience in Digital Radiography and hands-on experience on Radiology Specialities in a Tertiary Institution will be an added advantage: Knowledge of relevant Public service regulations, legislation, policies, acts and procedures. Computer literacy (Ms Word, Ms. Excel). Compliance with budgeting, Radiographic Quality Assurance, National Core Standards, Health and Safety and Infection Control principles. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills.
- DUTIES** : Render effective patient centred Radiography service for in-and out-patient in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in providing 24-hours radiography services in the hospital. Report to the Assistant Director: Radiography. Supervise, develop, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles, Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial hospital and departmental policies, procedures, guidelines regulations. Perform record keeping, data collection; assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research project of the department. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Contribute and participate in professional development of self and colleagues. Applicant

should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

ENQUIRIES
APPLICATIONS

: Mr SJT Khumalo Tel No: (011) 933 8434
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier. No faxed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity) with no blank spaces left. And must be initialled and signed. On the Z83 application form the Department where position was advertised and 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, service certificate 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 and must specify the following: All experience should be in a chronological order indicating the position, institution and 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, service certificate and other relevant documents on or before the interview. Shortlisted Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC), Verification checks (Reference checks: Provide at least 3 and one must from an immediate supervisor. The Department reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information mentioned above will disqualify the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification will be performed. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The 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 are encouraged to apply. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered).

CLOSING DATE

: 10 November 2023

POST 38/118

: **ASSISTANT DIRECTOR ICT REF NO: REFS/019109 (X1 POST)**
Directorate: It Management

SALARY
CENTRE
REQUIREMENTS

: R424 104 per annum (Level 09), (plus benefits)
: Sebokeng Hospital
: Grade 12 certificate is required coupled with a minimum National Diploma in ICT equivalent to an NQF Level 6 with minimum of 3-5 years' experience in IT as supervisor or 10 years' experience in information Systems, Computer Science, Information Technology, or related field. A valid driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Knowledge of configurations Management, departmental systems (BAS, HIS, SAP, PERSAL etc) IT risk Management and relevant legislations like Public Finance Management Act, ECT Act, IT network hardware and software, Knowledge of current technology developments and future trends, Service level agreement, Employee performance and management systems, Project management principles, Service delivery framework, Good verbal and written communication skills, Project management principle, Good inter-personal relations skills, Time management and Customer relations management skills. Hospital background will be an added advantage.

- DUTIES** : Provide Technical network and system, support services to all departmental users. Implement and maintain the IT infrastructure plan of the department to ensure continuity of service. Management support in departmental transversal application systems. Facilitation of ICT Governance implementation and Monitoring. Coordinate departmental ICT strategies and policy implementation. Ensure compliance with relevant legislative, statutory, regulatory, and supervisory requirements towards the achievement of component projects and goals. Human Resource Management.
- ENQUIRIES APPLICATIONS** : Mr R Setai Tel No: (016) 930 3354
- FOR ATTENTION NOTE** : Applications should be posted to Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, HR Department, Moshoeshoe Street or can apply Online at Gauteng professional job centre (professionaljobcenter.gpg.gov.za).
Human Resource Department
Applications must be submitted on a fully completed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted 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. People with disability are welcome to apply. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. 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 Human Resource. 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. -People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.
- CLOSING DATE** : 03 November 2023. Applications should be delivered by 12h00 (Noon) on the closing date.
- POST 38/119** : **DIAGNOSTIC RADIOGRAPHER - GRADE 1**
Directorate: Radiography Department
- SALARY CENTRE REQUIREMENTS** : R395 623 – R408 201 per annum, (plus benefits)
Pretoria West District Hospital
Must have Grade 12 and National Diploma or Degree in Diagnostic Radiology Qualification. Must have current registration with HPCSA for 2023/2024. No experience required after registration with HPCSA as an independent diagnostic Radiographer. Must have completed Community Service as per the requirements of Health Professions Council of South Africa. Experience in Digital Radiography, computer literacy is a requirement. Competencies Experience in utilization of Computerized Radiography System is recommended. Must have Computer Skills, Good Interpersonal skills, excellent time management skills and must have knowledge of public service. Legislation governing the health sector and Radiography profession. Compliance with budgeting, Radiographic Quality Assurance, National Core Standards, Health and Safety and Infection Control Principles. Experience in teaching, training, and supervision of students. Good written and Communication skills. Ability to work as a member of a multidisciplinary team. Must have a good Understanding of public hospital operational systems.
- DUTIES** : Provide a 24-hour radiographic service. Work weekends and public holidays. Service provision in keeping up with Batho Pele Principles and patient's Rights. Ensuring radiographic services comply with SAHPRA regulations. To adhere to Batho Pele Principles, Regulated Norms and Standards, and Ideal Clinic Realization and Maintenance framework, Quality Assurance, and other public service policies and Act. Manage conflict and implement corrective measures as and when necessary. Carry out duties. Delegated by the Department supervisor. Must be a team player within the Department. Perform any. Ad-hoc duties allocated by Management Be actively involved in-service training and CPD activities. Supervision and training of students. Must be a team player within the institution.
- ENQUIRIES** : Mrs S Ramabulana Tel No: (012) 380 1252

- APPLICATIONS** : All Applications can be delivered to: Pretoria West Hospital, HR Department, 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 form Z83, 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. 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. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form accompanied by a CV highlighting or stating the requirements mentioned above. 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** : 03 November 2023
- POST 38/120** : **PROFESSIONAL NURSE GRADE 1 REF NO: PWH/PN/01/2023 (X2 POSTS)**
Directorate: Nursing Department
- SALARY** : R293 670 - R337 860 per annum, (plus benefits)
- CENTRE** : Pretoria West District Hospital
- REQUIREMENTS** : Matric certificate, Basic qualifications accredited with the SANC in terms of Government notice R425 (i.e., Diploma in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse. Current registration with SANC, experience in Midwifery and Psychiatric nursing will be an added Advantage. Skills: Good communication skills. Interpersonal and organizational skills.
- DUTIES** : Render a nursing service within the scope of practice of a Professional nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria, and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material. Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria, and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources, efficiently and effectively. Supervise and train sub-ordinates.
- ENQUIRIES** : Ms P Dhlamini Tel No: (012) 380 1208
- APPLICATIONS** : All Applications can be delivered to: Pretoria West Hospital, HR Department, 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 form Z83, 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. 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. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form accompanied by a CV highlighting or stating the requirements mentioned above. 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** : 03 November 2023
- POST 38/121** : **FINANCE CLERK REF NO: REF/MPL/2023/08/02 (X1 POST)**
- SALARY** : R202 233 – 235 611 per annum (Level 05), (plus benefits)
- CENTRE** : Masakhane Provincial Laundry
- REQUIREMENTS** : Grade 12 /Senior Certificate (or equivalent Certificate) plus 2years experience in Finance environment. Knowledge of the (Public Finance Management Act) PFMA Treasury Regulations, Division of Revenue Act (DORA), Public Service Act etc. Ability to communicate well with people at different levels and different backgrounds. Sound organization skills. High level of reliability. Ability to handle confidential information. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette, interpersonal skills, and document management skills. Must have office administration competency be able to work under pressure and to take initiative. Ability to work independently and in a team to organize and plan. Knowledge of the Batho Pele Principles.
- DUTIES** : Budget allocation and capturing of SCOA allocation in RLS01. Assisting with Recons (E-Receipting and BAS/SAP and BAS/PERSAL etc.) on a monthly basis. Must assist in Accounts Payable. Capturing of journals on SAP on a weekly basis and the clearing of suspense accounts. Ensure that suppliers reconciliations are done weekly and proper handling of queries. Ensure payments in web-cycle are processed within the prescribed time. Responsible for Petty Cash, capturing of the Receipts and monthly banking. Monitor of face value books. Assist in other related tasks that may be assigned from time to time. Attending meetings and training as approved by supervisor. Comply with the performance management and development system (contracting, midyear and final assessment). Reporting on Accruals and Commitments monthly. SAP, SRM approval of RSL01. Assist with the Budget and capturing.
- ENQUIRIES** : Ms. L Mochaka Tel No: (012) 564 6300
- APPLICATIONS** : Applications must be submitted to Masakhane Provincial Laundry Corner Doreen and Piet Pretorius Street, Rosslyn or it can be posted Private Bag X6, Rosslyn, 0200.
- NOTE** : The fully completed and signed new Z83 form should be accompanied by a detailed recently updated CV. Copies of your qualifications, identity document and driver's license do not need to be attached upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card and Driver's license copies must be double sided. Please ensure that the reference number is correctly quoted. 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. People with disabilities are encouraged to apply. All recommended candidates will be subjected to positive results of the security screening process which entails reference checks, criminal records check, qualification verification and medical surveillance. Incomplete applications or applications received after the closing date will not be considered.
- CLOSING DATE** : 03 November 2023

<u>POST 38/122</u>	:	<u>HUMAN RESOURCE CLERK REF NO: REF/MPL/2023/08/01 (X1 POST)</u>
<u>SALARY</u>	:	R202 233 – R235 611 per annum (Level 05), (plus benefits)
<u>CENTRE</u>	:	Masakhane Provincial Laundry
<u>REQUIREMENTS</u>	:	Grade 12 /Senior Certificate (or equivalent Certificate) plus 2years experience in Human Resource environment. PERSAL will be an added advantage. Knowledge of the Public Service Act and regulations, Skill Development Act, PFMA, Labour Relations Act, PMDS, PSCBC etc Ability to communicate well with people at different levels and different backgrounds. Sound organization skills. High level of reliability. Ability to handle confidential information. Verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette. Good interpersonal skills and document management skills. Must be able to work under pressure and independently and in a team.
<u>DUTIES</u>	:	Perform various duties related to Human Resource Administration. Leave, Housing, Medical Aid, Service Terminations, Long Service recognition, Transfers, Pension and other allowance. Capturing leaves and do leave audits. Capturing overtime, leave forms etc. Knowledge of grievance and disciplinary procedures. Coordination of various HR meetings. Basic knowledge of skills development and coordination of training matters. Basic knowledge and Procedure on incapacity Leave and ill-health retirement (PILIR). Coordinate PMDS matters including monitoring compliance. Control attendance registers of all staff in the Institution. Operate office machines in relation to the registry functions. Perform retrieval and disposal of records accordingly. Handle postage (incoming and outgoing). Relieve in other sections within registry Conduct physical verification of staff. Manage all AG matters. Perform other lawful duties as delegated by supervisor.
<u>ENQUIRIES</u>	:	Ms L Mochaka Tel No: (012) 564 6300
<u>APPLICATIONS</u>	:	Applications must be submitted to Masakhane Provincial Laundry Corner Doreen and Piet Pretorius Street, Rosslyn or it can be posted Private Bag X6, Rosslyn, 0200.
<u>NOTE</u>	:	The fully completed and signed new Z83 form should be accompanied by a detailed recently updated CV. Copies of your qualifications, identity document and driver's license do not need to be attached upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card and Driver's license copies must be double sided. Please ensure that the reference number is correctly quoted. 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. People with disabilities are encouraged to apply. All recommended candidates will be subjected to positive results of the security screening process which entails reference checks, criminal records check, qualification verification and medical surveillance. Incomplete applications or applications received after the closing date will not be considered.
<u>CLOSING DATE</u>	:	03 November 2023
<u>POST 38/123</u>	:	<u>NURSING ASSISTANT GRADE 1 (NA1) REF NO: CHBAH 716 (X6 POSTS)</u> Directorate: Nursing Services (Clinical Support)
<u>SALARY</u>	:	R157 761 per annum, (plus service benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with SANC as a Nursing Assistant. Registration with SANC as a Nursing Assistant and current registration for 2023. No experience required after registration with SANC as a Nursing Assistant. Competencies/Knowledge/Skills: Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
<u>DUTIES</u>	:	Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134

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- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity) with no blank spaces left. And must be initialled and signed. On the Z83 application form the Department where position was advertised and 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, service certificate 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 and must specify the following: All experience should be in a chronological order indicating the position, institution and 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, service certificate and other relevant documents on or before the interview. Shortlisted Candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC), Verification checks (Reference checks: Provide at least 3 and one must from an immediate supervisor. The Department reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information mentioned above will disqualify the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification will be performed. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. CHBAH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The 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 are encouraged to apply.
- CLOSING DATE** : 10 November 2023
- POST 38/124** : **TUNNEL OPERATOR REF NO: REF/MPL/2023//10/02 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R147 036 – R170 598 per annum (Level 03), (plus benefits)
: Masakhane Provincial Laundry
: NQF Level 3 or Grade 11 or equivalent qualification with 3-5 years laundry Worker of related experience in a laundry hospital or factory setting. Knowledge of a limited range of handling of laundry industrial machine operate equipment, working procedure in respect of laundry industrial machine operator working environment Skills. Planning and Organizing, Basic numeracy, literacy, good communication sound human relation, ability to perform routine tasks and Basic interpersonal relationship. Have ability to liaise with stakeholders. Be prepared to work under pressure and be able to work in a team. Be prepared to rotate and work shifts. Be prepared to do physical labour. It is a legal requirement that employees wear protective clothing. Willing to work shifts. Diversity and Equity in the workplace be strongly considered, especially in respect of race, Gender, and Disability.
- DUTIES** : Controlling the water level, air pressure and steam supply, before operating the Tunnel Machine. Cleaning of tumble dryers and surrounding areas, cleaning, loading and monitoring conveyer belt. Loading of soil linen. Monitor of the clean linen and release from dryers and deliver to next working point. Unblocking of tunnel washer. Constant supervision of performance of pumps, supplying of detergents and liquid soap to the tunnel washer. Completion of working orders, reporting of any disturbance or malfunction of tunnel machine.
- ENQUIRIES** : Ms L Mochaka Tel No: (012) 564 6300

- APPLICATIONS** : Applications must be submitted to Masakhane Provincial Laundry Corner Doreen and Piet Pretorius Street, Rosslyn or it can be posted Private Bag X6, Rosslyn, 0200.
- NOTE** : The fully completed and signed new Z83 form should be accompanied by a detailed recently updated CV, copies of your qualifications, identity document and driver's license do not need to be attached upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card and Driver's license copies must be double sided. Please ensure that the reference number is correctly quoted. 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. People with disabilities are encouraged to apply. All recommended candidates will be subjected to positive results of the security screening process which entails reference checks, criminal records check, qualification verification and medical surveillance. Incomplete applications or applications received after the closing date will not be considered.
- CLOSING DATE** : 03 November 2023
- POST 38/125** : **DRIVER (HEAVY DUTY) REF NO: REF/MPL/2023/10/03 (X1 POST)**
- SALARY** : R147 036 – R170 598 per annum (Level 03), (plus benefits)
- CENTRE** : Masakhane Provincial Laundry
- REQUIREMENTS** : ABET Qualification Grade 10/12 Drivers license Code C1 (code 10), Must be in possession of a Valid PDP. Plus, extensive experience in transport Department. Good communication and sound Human Relations skills. Must be prepared to do double Trips and assist in all instances of Emergency and relieve. Able to work under pressure and remain focus to productivity. Service prescripts and other relevant administration legislation. Note: Candidate might be subjected to a Driving Test.
- DUTIES** : Responsible for safe and legal operation of Vehicles/Trucks. Responsible for the Transportation and safety of linen between Clients and the Laundry. Report any mechanical faults to the Transport officer. Completing of Logbooks and white sheets in full. Responsible for Cleanliness of your Vehicles/Trucks. Responsible to report any accident and completing of accident report. Carry out the instruction from superior with regard to Transport related matters.
- ENQUIRIES** : Ms L Mochaka Tel No: (012) 564 6300
- APPLICATIONS** : Applications must be submitted to Masakhane Provincial Laundry Corner Doreen and Piet Pretorius Street, Rosslyn or it can be posted Private Bag X6, Rosslyn, 0200.
- NOTE** : The fully completed and signed new Z83 form should be accompanied by a detailed recently updated CV, copies of your qualifications, identity document and driver's license do not need to be attached upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card and Driver's license copies must be double sided. Please ensure that the reference number is correctly quoted. 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. People with disabilities are encouraged to apply. All recommended candidates will be subjected to positive results of the security screening process which entails reference checks, criminal records check, qualification verification and medical surveillance. Incomplete applications or applications received after the closing date will not be considered.
- CLOSING DATE** : 03 November 2023
- POST 38/126** : **FOOD SERVICE AID REF NO: REF/MPL/2023/10/01 (X2 POSTS)**
- SALARY** : R125 373 – R145 077 per annum (Level 02), (plus benefits)
- CENTRE** : Masakhane Provincial Laundry
- REQUIREMENTS** : NQF Level 2 or Grade 10 of equivalent. Food Service experience in a clinical environment will be an added advantage. Priorities will be given to interns, EPWP/Interns. Good communication and interpersonal skills. Be willing to work in a team and under stressful conditions. Must be able to work weekends, nightshift, and public holidays. Diversity and Equity in the workplace will be strongly considered, especially in respect of Race, Gender, and Disability.

- DUTIES** : Preparation of normal and therapeutic diets as per standardized recipes. Portioning of meals according to the ration scale and prescription. Apply hygiene and safety measures in the factory according to HACCP rules and OHS standards. Lifting of heavy Foodservice equipment. Be responsible for all allocated resources. Be able to relieve in all areas of the Cook Freeze factory when required. Must be willing to undergo continuous training and development programs available.
- ENQUIRIES** : Ms L Mochaka Tel No: (012) 564 6300
- APPLICATIONS** : Applications must be submitted to Masakhane Provincial Laundry Corner Doreen and Piet Pretorius Street, Rosslyn or it can be posted Private Bag X6, Rosslyn, 0200.
- NOTE** : The fully completed and signed new Z83 form should be accompanied by a detailed recently updated CV, copies of your qualifications, identity document and driver's license do not need to be attached upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card and Driver's license copies must be double sided. Please ensure that the reference number is correctly quoted. 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. People with disabilities are encouraged to apply. All recommended candidates will be subjected to positive results of the security screening process which entails reference checks, criminal records check, qualification verification and medical surveillance. Incomplete applications or applications received after the closing date will not be considered.
- CLOSING DATE** : 03 November 2023