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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 36 OF 2023

DATE ISSUED 06 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

The Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

ERRATUM: Kindly note that the following position Medical Registrar in the Diagnostic Radiology Directorate with Ref No: MR/DR/01/CMJAH/2023, (**For Charlotte Maxexe Johannesburg Academic Hospital**), a advertised on Public Service Vacancy Circular 33 dated 15 September 2023 with the closing date of 02 October 2023 is hereby withdrawn.

OTHER POSTS

- POST 36/54** : **MEDICAL SPECIALIST GRADE 1-3 REF NO: HRM 14/23 (X2 POSTS)**
Directorate: Clinical
- SALARY** : Grade 1: R1 214 805 – R1 288 095 per annum
Grade 2: R1 386 069 – R1 469 883 per annum
Grade 3: R1 605 330 – R2 019 927 per annum
- CENTRE REQUIREMENTS** : Sterkfontein Hospital
: **Grade 1:** FCPsych (SA) and/or MMed (Psychiatry) and registration with the HPCSA as Medical Specialist. **Grade 2:** additional 5 years since registration as a specialist. **Grade 3:** additional 10 years since registration as a specialist. The post is a joint appointment of the Gauteng Department of Health and the University of the Witwatersrand Department of Psychiatry.
- DUTIES** : Include Clinical Service Delivery: Assess, treat monitor mental health care users in line with the Mental Health Care Act No 17 of 2002. Participate in forensic psychiatric work (forensic assessments in terms of section 79 of Criminal Procedure Act as well as the management of state patients). Prepare psychiatric and medico-legal reports as required. Lead a multidisciplinary team to ensure a holistic approach to patient care. Liaise with Department of Justice. Teaching and training: Supervision, teaching and assessment of postgraduate and undergraduate students. This includes registrars, medical officers, medical students, psychology interns, occupational therapy students and others. Participate in the academic programmes at Sterkfontein Hospital including those scheduled by Wits University. Train and teach hospital staff when requested. Administrative and managerial: Partake in clinical audits. Provide input to management where appropriate. Perform clinical and forensic related administration task. Membership of and participation in relevant committees. Research: Actively participate and promote the research programme. Supervision and examination of MMeds.
- ENQUIRIES APPLICATIONS** : Dr. T.A.S.Melapi Tel No: (011) 951 8341
: Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Applications must be submitted on fully completed new format Z83 (81/971431), fully completed CV. The department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
- CLOSING DATE** : 03 November 2023, Time: 12H00
- POST 36/55** : **MEDICAL OFFICER REF NO: HRM 15/23**
Directorate: Clinical
- SALARY** : Grade 1: R906 540 – R975 738 per annum

- CENTRE** : Sterkfontein Hospital, Helen Joseph Hospital, Chris Hani Baragwanath Hospital, Tara Hospital, Westrand District, Central Wits, Sedibeng Hospital, Ekuruleni Health District and Charlotte Maxeke Hospital.
- REQUIREMENTS** : Appropriate qualification which allows registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Community service doctors to provide appropriate. An interest in psychiatry and experience in psychiatry as well as a diploma in mental health will be added advantage.
- DUTIES** : Clinical assessment, history taking, mental status examination and physical examination of psychiatric patients, formulation, development and execution of evidence based and compassionate patient care plans. The application of cost containment measures in service delivery is important. Assessment and management of medical and psychiatric emergencies. Counselling and education of patients and families. Proper clinical record keeping, including all laboratory results. Preparation of referral letters and discharge summaries for all patients. Participation in ward / departmental administrative duties. Teaching of students. Commitment to highest level of care, ethics, professionalism and punctuality. Work within a multi-disciplinary team and to report all conflict of interest and corruption. Participation in outreach, academic and research programs at any of the Gauteng Health facilities affiliated to the Department of Psychiatry at the University of the Witwatersrand. Clinical and overtime duties performed at any of the Gauteng Health facilities affiliated to the Department of Psychiatry at the University of the Witwatersrand.
- ENQUIRIES** : Dr. T.A.S Melapi Tel No: (011) 951 8341
- APPLICATIONS** : Email: Boitshoko.Khutsokane@gauteng.gov.za, Mandisa.Chirwa@wits.ac.za, Tiyani.Mathebula@gauteng.gov.za with a fully completed CV, to Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.
- NOTE** : Application must be submitted on fully completed new format Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents). The Department of Health is committed to the achievement and maintenance of diversity and equity employment especially of race, gender and disability. Failure to submit all the requested documents will result in the application not being considered. (Only shortlisted candidate will submit certified copies) If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidate will be subjected to personnel suitability checks (PSC) verification (reference checks – provide at least 3 of which one must be your immediate supervisor, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification), recommended candidate may be subjected to medical surveillance as required by Occupational Health and Safety Act 5/1993. Sterkfontein hospital reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the posts.
- CLOSING DATE** : 03 November 2023, Time: 12H00
- POST 36/56** : **MEDICAL REGISTRAR REF NO: REFS/019083**
Directorate: Cardiothoracic Surgery
- SALARY** : R906 540 per annum, (all-inclusive package)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualifications that allow registration with HPCSA as Medical Registrar. HPCSA registration as Medical Registrar. No experience required after registration with HPCSA as Medical Registrar.
- DUTIES** : As part of the health care team, registrars participate in safe, cost-effective evidence based and compassionate patient care; including participating in outreach programs. Applies cost containment measures in the provision of patient care as trainee specialist. Registrars participates in the educational activities of their chosen specialty training program, including conducting research toward MMeds. Supervise and teach medical students, interns, medical officers, and other service commitments to CMJAH and cluster hospitals. Commitment to overtime, commitment to emergency care highest level of ethics, professionalism, and punctuality. Expected ability to work in a team and to report all potential conflict of interests and corruption.
- ENQUIRIES** : Dr S. Mogaladi Tel No: (011) 717 2536/ Ms M.P. Rapetswa Tel No: (011) 488 3711

- APPLICATIONS** : Applications should be uploaded on a (PDF Format only) on the following e-mail: medicalhr.Cmjah@gauteng.gov.za Please use the reference as the subject.
- 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. 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, Indian Females, White males, White females, African Males and African females are encouraged to apply.
- CLOSING DATE** : 20 October 2023
- POST 36/57** : **MEDICAL REGISTRAR REF NO: REFS/019084**
Directorate: Nuclear Medicine
- SALARY CENTRE REQUIREMENTS** : R906 540 per annum, (all-inclusive package)
: Charlotte Maxeke Johannesburg Academic Hospital
- DUTIES** : 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 a Medical Registrar.
: Service delivery to inpatients, outpatients, day patients and emergencies. Teaching and training. Conduct research. Must perform commuted overtime and medical administration. Perform outreach.
- ENQUIRIES** : Prof W. Vangu Tel No: (011) 488 3500/ Ms M.P. Rapetswa Tel No: (011) 488 3711
- APPLICATIONS** : Applications should be uploaded on a (PDF Format only) on the following e-mail: medicalhr.Cmjah@gauteng.gov.za Please use the reference as the subject.
- NOTE** : The new Z83 form must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (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/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 of 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, White Male and White Females Coloured Males and Coloured Females, Indian Males and Indian Females, African Males and African Females, are encouraged to apply.

- CLOSING DATE** : 20 October 2023
- POST 36/58** : **MEDICAL REGISTRAR REF NO: CHBAH 721 (X10 POSTS)**
Directorate: Obstetrics and Gynaecology
- SALARY CENTRE** : R906 540 per annum
: Chris Hani Baragwanath Academic Hospital (X5 Posts)
: Charlotte Maxeke Johannesburg Academic Hospital (X3 Posts)
: Rahima Moosa Mother (X1 Post)
: Klerksdorp Hospital (X1 Post)
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner. Current HPCSA for April 2023\ March 2024. Must be a South African citizen or permanent resident. Advantages: The following will advantage candidates. Work experience in the field of Obstetrics and Gynaecology. CMSA part 1a and 1b examinations. Axillary 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 meetings like mortality meetings, near miss meetings, and completing MEDICO Legal Documents timeously (e.g., Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (Norms and Standards). 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 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 Mother Child Hospital, and the following tertiary institutions: University of the Witwatersrand (WITS). Having Part 1a and Part 1b will be advantageous.
- ENQUIRIES APPLICATIONS** : Prof Y. Adam Tel No: (011) 933 8156
: Should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at

www.dpsa.gov.za/documents. 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 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, service certificate and other relevant documents on application but must submit 151 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, 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. 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** : 20 October 2023
- POST 36/59** : **DENTIST GRADE 1 REF NO: EHD2023/10/01**
Directorate: Oral Health Services
- SALARY** : R880 521 – R975 738 per annum, (all-inclusive remunerative package)
- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Grade 12 with bachelor's degree in dental science (BDS or equivalent), registration with Health Professions Council of South Africa (HPCSA) as a dentist independent practitioner. Less than seven years relevant experience as a Dentist.
- DUTIES** : The incumbent will be rendering a comprehensive oral health service in the clinics, dental mobile, prisons, institutions, hospitals and performing administrative duties as well as other community outreach programmes. Ensure proper running of services and provide good management skills within the clinic. The person will also provide relief duties in the sub-district and rotate within the Clinics. The person should have a sound knowledge of departmental policies. The person should have good communication skills, good interpersonal relation and an ability to work under pressure as well as problem solving skills. Perform any other task as delegated by Manager.
- ENQUIRIES** : Dr S.A Mbelu Tel No: (011) 876 1775
- APPLICATIONS** : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street, Germiston, 1400 or Private Bag X1005, Germiston, 1400.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum

Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration. No S&T claims and resettlement allowance will be paid.

- CLOSING DATE** : 20 October 2023
- POST 36/60** : **PHARMACIST GRADE 1 REF NO: REFS/TMH/2023/10/01 (X1 POST)**
Directorate: Pharmaceutical Services
- SALARY** : R768 489 – R814 437 per annum
CENTRE : Tambo Memorial Hospital
REQUIREMENTS : B. Pharm or Equivalent qualification. Current registration with South African Pharmacy Council as a Pharmacist. Compliance to CPD requirements, Designated as a Practicing Pharmacist. Good communication, interpersonal skills, conflict management, time management, Flexibility and operational planning skills. Ability to work independently, in groups and work under pressure. Basic computer skills.
- DUTIES** : Provision of Pharmaceutical care by taking responsibility for the patient's medicine-related needs and being accountable for meeting these needs. Compounding and packaging of any medicine or scheduled substance or supervision thereof. Procurement, acquiring, storing and distribution of scheduled drugs and the supervision thereof. Promotion of Rational Medicine Use. Initiation and conducting of pharmaceutical research and development. Promotion of Public Health and the provision of Health Information to all individuals. Reporting and Maintenance of documents as per SOP. Training and development of Basic/Post Basic Pharmacist Assistants and taking responsibility for own growth and development. Participate in Pharmacy Projects or any work-related projects. Compliance to legislation.
- ENQUIRIES** : Mr K.S Zondo Tel No: (011) 898 8000
APPLICATIONS : Applications can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459.
- NOTE** : Applications must include only completed and signed new Form Z83, obtainable from any Public Service Department or on (www.dpsa.gov.za/documents) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Only the shortlisted candidates will be required to submit certified copies of Identity document, Senior Certificate and highest required qualification as well as a driver's licence where necessary on or before interviews. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Foreign qualifications will only be submitted by shortlisted candidates. Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 20 October 2023, Time: 12H00
- POST 36/61** : **PHARMACIST GRADE 1 REF NO: ODI/28/09/2023/01 (X2 POSTS)**
- SALARY** : R768 489 – R814 437 per annum, (plus benefits)
CENTRE : Odi District Hospital
REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows for registration with the SAPC. Registration with SAPC as Pharmacist. Available to work overtime and after-hours call. Comprehensive knowledge of Government regulations and policies. Computer literacy (MS Word, MS Excel, Power-Point) including RS-solution. Administrative and people management skills. Sound communication skills (both verbal and written). Good planning and organizational skills. Good problem solving and

- intervention skills. Must be highly motivated and enthusiastic to contribute to pharmaceutical services in the public sector.
- DUTIES** : Provide Pharmaceutical Care, including prescription evaluation, dispensing of medication and provision of information to ensure patient compliance and therapeutic success. Ensure the cost effective and efficient procurement, storage, control, and distribution of pharmaceuticals. Prevention of fruitless and wasteful expenditure by enforcing adherence to the Standard Treatment Guidelines (STGs), rational prescribing and utilisation of medication through appropriate stock management. Provision of medicine related information to the public and other healthcare professionals. Ensure compliance to institutional formulary, EML and promote the rational use of medicines. Professional advisory service, including the training, education and development of pharmacy staff and other health workers, and promotion of public health. Participate in continuous professional development in order to stay current and also assist with the facilitation of pharmacy staff training and tutoring. Perform ward checks, clinical ward rounds. Participate in the implementation of the National Core Standards and ensure compliance with the 6 priority standards. Perform all other duties delegated by supervisor or manager. Expected to do: standby and overtime duties rendered after hours (weekend and public holiday) to provide continuous uninterrupted pharmaceutical care.
- ENQUIRIES** : Mr. ZT Mamba Tel No: (012) 725 2408
- APPLICATIONS** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.
- NOTE** : Applicants must submit on a new Z83 application form obtainable from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.
- CLOSING DATE** : 20 October 2023
- POST 36/62** : **OPERATIONAL MANAGER NURSING (SPECIALTY) ADVANCED MIDWIFERY REF NO: DYD/OMS/ 2023/02/01 (X1 POST)**
Directorate: Nursing
- SALARY** : R627 474 per annum, (plus benefits)
- CENTRE** : Dr Yusuf Dadoo Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with a duration of at least 1 year accredited with SANC in the relevant specialty. Registration with SANC as Professional Nurse. Current registration as Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Midwifery after obtaining the 1 year post basic qualification in the relevant specialty. Computer literacy. Nursing Management/Administration qualification registered with SANC will serve as an added advantage.
- DUTIES** : Promote quality of nursing care as directed by professional scope of practice and standards within a professional/legal framework. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Participate in training, research, and self-development. Demonstrate basic understanding of HR and financial and data management policies and practice. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial, or religious differences. Depth knowledge of Maternal Guidelines, EMTCT Guidelines and PSI Guidelines. Play a role in advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele, and I Care for You Values. Able to develop contacts, build and maintain a network of professional relations to

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| | | enhance service delivery. Able to manage own work, time, and that of junior colleagues to ensure proper nursing service in the unit. Must be prepared to work shifts. Ability to function as part of a team and display good professional image. Be willing to work shifts to cover the wards and Nursing Admin when the need arises. Act as Assistant Manager Nursing where necessary. |
| <u>ENQUIRIES</u> | : | Ms. D.S. Ngwenya Tel No: (011) 951 6045 |
| <u>APPLICATIONS</u> | : | Applications must be posted to HR at Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740 or hand delivered to DR Yusuf Dadoo Hospital, Cnr. Memorial and Hospital Street. |
| <u>NOTE</u> | : | A fully completed and signed new Z83 form (obtainable from any Public Service department or on www.dpsa.gov.za/documents) should be accompanied by comprehensive CV highlighting or stating the requirements mentioned above. Please ensure that the reference number is quoted correctly. Only the shortlisted candidates' will be required to submit certified documents on or before interviews. Failure to submit the required documents will result in shortlisted candidates disqualified. Shortlisted candidates will be subjected to positive results of the security clearance process (criminal records check) and the educational qualifications verification. The department of Health is committed to the achievement and Maintenance of diversity and equity employment. Applications received on the old Z83 application form will not be considered. The institution reserves the right not to fill the post. Suitable candidates will be subjected to Occupational Health and safety medical surveillance as required in the hazardous Biological Agents and Hazardous chemical substances. Regulations with the OHS Act 85 of 1993 shall apply. |
| <u>CLOSING DATE</u> | : | 20 October 2023 |
| <u>POST 36/63</u> | : | <u>OPERATIONAL MANAGER NURSING (PHC SPECIALTY) REF NO: BRAAM001 (X1 POST)</u> Directorate: Nursing |
| <u>SALARY</u> | : | R627 474 - R703 752 per annum, (plus benefits) |
| <u>CENTRE</u> | : | BraamFischer clinic |
| <u>REQUIREMENTS</u> | : | 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. |
| <u>DUTIES</u> | : | 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 ensure compliance to professional and ethical standards at all times. 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. Participate in implementation of COVID19 vaccination and |

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| | | compliance to guidelines thereof. General administration duties and management soft skills is mandatory. |
| <u>ENQUIRIES</u> | : | Ms. Lombuso Matlala at 079 517 0544/ 082 307 0267 |
| <u>APPLICATIONS</u> | : | Applications must be submitted only through this email: SubDistrictABCEF.JobApplications@gauteng.gov.za Applicants must indicate the post reference number as subject line of the email. |
| <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. Persons who are foreign nationals or who are in possession of a foreign qualification must furnish the Department with an evaluation or endorsement certificate from the respective Council or body. 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. |
| <u>CLOSING DATE</u> | : | 20 October 2023 |
| <u>POST 36/64</u> | : | <u>OPERATIONAL MANAGER NURSING (MOU) REF NO: EHD2023/10/06</u> Directorate: PHC |
| <u>SALARY</u> | : | R627 474 – R703 752 per annum, (plus benefits) |
| <u>CENTRE</u> | : | Jabulane Dumane CHC (SSDR) |
| <u>REQUIREMENTS</u> | : | Grade 12 with Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of government notice no R212 in the relevant specialty. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional Nurse with SANC, at least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in relevant specialty (Advanced Midwifery and Neonatal Nursing Science). Computer literacy and valid Driver's license is essential. Knowledge of all Legislation relevant to Health Care Services. |
| <u>DUTIES</u> | : | Management of the facility by providing quality comprehensive community health care. Provide administrative services within the facility and provide educational and provide clinical services. Management of equipment and machinery. Management of HR, Finances and Supply Chain within the facility. Ensure clinical practice by the clinical team in accordance with the Scope of Practice and Nursing Standards. Compile reports, analyses data, identify gaps and take remedial steps. Ensure proper record keeping within the facility Management of resources within facility. Manage and monitor the productivity and performance of employee's development. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the norms and standards & ideal clinic. Ensure community participation. Manage labour relation issues. Ensure implementation of Departmental policies including 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 care services. Ensure effective and efficient coordination and integration of quality Health care. Perform any other delegated duties by Supervisor/Manager. Deputize the Assistant Manager when then the need arises. |
| <u>ENQUIRIES</u> | : | Mr S.S Matsaba at (081) 044 0029 |
| <u>APPLICATIONS</u> | : | Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400. |
| <u>NOTE</u> | : | Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . Applicants should register their application forms on the |

specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. No S&T claims and resettlement allowance will be paid.

- CLOSING DATE** : 20 October 2023
- POST 36/65** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 REF NO: EHD2023/10/02 (X1 POST)**
Directorate: HAST
- SALARY CENTRE REQUIREMENTS** : R497 193 – R559 686 per annum, (plus benefits)
: Ekurhuleni Health District (ESDR)
: Grade 12 with Basic R425 qualification i.e., Diploma / Degree in Nursing that allows registration with SANC. A minimum of 7 years appropriate experience in Nursing after registration as a Professional Nurse. Current registration with SANC. A valid driver’s license and computer literacy is essential. Experience in HAST programme management. Evidence of HAST Trainings courses attended. Skills (Interpersonal, good communication and report writing).
- DUTIES** : Implementation of the HAST strategic plan in line with the 90 90 90 HIV and TB strategy. Improving access to HIV and TB services through routine HTS, TB screening, GeneXpert + PCR testing. Coordination of PMTCT Program within the sub district. Implementing quality assurance to HIV, DS-TB and DR-TB programme to ensure sustained viral suppression and cure rates. Liaison with HIV partners and municipality to improve service delivery. Implementation of integrated health information system for HAST (DHIS / Tier.net and EDRweb). Community mobilization and NGO support with focus on key populations / condom distribution and VMMC services. Conducting quarterly reviews for performance monitoring at Sub District level. Manage human, financial and physical resources for HAST at sub district and prepare sources documentation for audit purposes. Report writing and presentation at Sub District and District level.
- ENQUIRIES APPLICATIONS** : Ms S.A Motloung Tel No: (011) 876 1820
: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street, Germiston, 1400 or Private Bag X1005, Germiston, 1400.
- FOR ATTENTION NOTE** : Human Resource Manager
: Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. Applicants must submit copies of qualifications, identity document and drivers’ license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from the HR department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity

profile will be taken into consideration. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 20 October 2023

POST 36/66 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 REF NO: EHD2023/10/04 (X1 POST)**
Directorate: (WBPHCOT)

SALARY CENTRE REQUIREMENTS : R497 193 – R559 686 per annum, (plus benefits)
: Ekurhuleni Health District (ESDR)
: Grade 12 with Basic qualification accredited with SANC in terms of Government notice R425 (i.e. Diploma/Degree in Nursing) or equivalent that allows registration with South African Nursing Council as a Professional Nurse. Evidence of current registration with SANC. A minimum of 7years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Computer literacy and a valid driver's license is essential. Supervisory experience, good communication, presentation, and report writing skills. Knowledge and application of Batho Pele Principles. Good organizational and analytical skills. Ability to work independently and in a team and under pressure. Flexibility and good interpersonal relationship with colleagues and stakeholders.

DUTIES : Provide leadership to Ward Based Community Health Care teams at Sub District level. Training Community Health Care Workers and team leaders. Overseeing all Outreach Teams in the Sub District. Supervise and guide team leaders. Stakeholder consultation, liaising with facility managers and Sub-District Managers and School Health Coordinators. Collating monthly statistics and do Sub- District reports and monitoring and evaluation of team activities. Perform any functions as delegated by the supervisor.

ENQUIRIES APPLICATIONS : Ms N.M Xaba Tel No: (011) 737 9700
: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, deliver to 40 Catlin Street Germiston, 1400 or Private Bag X1005, Germiston, 1400.

FOR ATTENTION NOTE : Human Resource Manager
: Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. Applicants must submit copies of qualifications, identity document and drivers' license (Where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from the HR department. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 20 October 2023

POST 36/67 : **OPERATIONAL MANAGER-GENERAL MALE MEDICAL WARD GRADE 1 REF NO: ODI/28/09/2023/02**

SALARY CENTRE REQUIREMENTS : R497 193 per annum, (plus benefits)
: Odi District Hospital
: Basic R425 qualification (i.e., Diploma / Degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Qualification in Psychiatry is required. Registration with SANC as a Professional Nurse. A minimum of 7 years appropriate /recognisable experience in nursing after registration as a Professional Nurse with SANC. Diploma / Degree in Health Services Management and 2 years' experience of work in medical ward will be added advantage.

- DUTIES** : Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing. Work as part of a multi-disciplinary team to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level with persons of diverse intellectually, cultural, racial, or religious differences. Able to manage own work time and that of subordinates to ensure proper nursing service. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the principles of Batho-Pele are adhered to. Able to develop contacts, build and maintain a network of professional relations to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. To relieve Area Manager and be able to work shifts. Have knowledge of Ideal Hospital Realisation Framework.
- ENQUIRIES APPLICATIONS** : Ms. EP Ntsie Tel No: (012) 725 2312
- NOTE** : Kindly forward your application to: Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.
- NOTE** : Applicants must submit on a new Z83 application form obtainable from any Public Service Department and are not required to submit copies of qualification and other relevant documents on application but must submit detailed curriculum vitae. The communication from HR of the department regarding the requirements for certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR.
- CLOSING DATE** : 20 October 2023
- POST 36/68** : **PROFESSIONAL NURSE (ADVANCED MIDWIFERY AND NEONATAL)**
REF NO: EHD2023/10/03
Directorate: Primary Health Care
- SALARY CENTRE REQUIREMENTS** : Grade 1 – Grade 2: R431 265 – R645 720 per annum, (plus benefits)
: Ekurhuleni Health District (SSDR)
: Grade 12 certificate with Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree in nursing as a Professional Nurse. Post Basic Qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 in the relevant specialty (Advanced Midwifery and Neonatal Nursing Science). A minimum of 4years appropriate experience in Nursing after registration as Professional Nurse with SANC in General Nursing.
- DUTIES** : Provision of optimal holistic specialized nursing/clinical care with set standards and within a professional/legal framework. Effective utilization of human, material and service resources. Participation in training and research. Maintain professional growth/ethical standards and development of self and subordinates. Plan and organize own work, be a team leader and make relevant decision in matters concerning patient care. Promote quality of nursing care as directed by the core standards. Knowledge of all relevant mother and child policies, guidelines and protocols. Perform any other duties delegated by Supervisor.
- ENQUIRIES APPLICATIONS** : Ms P.T Mngomezulu at 082 412 2483
: Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400.
- NOTE** : Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications

verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into equity profile will be taken into consideration. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 20 October 2023

POST 36/69 : **COMMUNITY LIAISON OFFICER REF NO: EHD2023/10/05**
Directorate: HAST

SALARY : R294 321 - R343 815 per annum, (plus benefits)

CENTRE : Ekurhuleni Health District (SSDR)

REQUIREMENTS : Grade 12 with Diploma/Degree in Social Work / Psychology qualification. The candidate should have a minimum of 3 years post qualification experience. Computer literacy. Extensive knowledge on HIV and AIDS, STI is strongly recommended. Managerial and networking skills are recommended. Flexibility and ability to adapt to changes. Experience in NPO sector will be an advantage. Good communication skills (verbal and written). A valid driver's license is essential.

DUTIES: : Provide technical support and mentoring for facility-based Community Care Workers (CCW's) and those placed at DoH funded NPO's (HTS, WBOT and Hospice). Ensure that allocated targets are met. Liaise with WBOT team leaders at sub district level. Ensure HTS complies with guidelines and quality assurance protocols (RTCQI) Proficiency Testing and facility accreditation. Maintain a good relationship between intergovernmental departments and District support partners to ensure that the HAST Programme meet the set objectives. Coordinate and conduct outreach campaigns according to the health calendar in collaboration with the intergovernmental departments, NPO's, Private sectors and CBO's. Coordinate the implementation of NSP 2023 – 2028 and HTS policy, VMMC, TB/HIV collaboration, HTA and adherence clubs. Monitor and strengthen condom distribution in all Primary Distribution sites (PDSs) within SSDR. Monitor and conduct support visits to DoH funded HTS NPO's on monitoring of budget and program compliance. Compile and submit monthly, quarterly and annually reports. Identify training needs for CHW's. Conduct in-service training to capacitate CHW's. Lead and form NPO's forum meeting at a sub district level.

ENQUIRIES : Ms S.A Motloung Tel No: (011) 876 1820

APPLICATIONS : Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400

NOTE : Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 20 October 2023

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| <u>POST 36/70</u> | : | <u>PROFESSIONAL NURSE (CASE MANAGER) REF NO: DYD/PN/2023/02/02 (X1 POST)</u> Directorate: Nursing |
| <u>SALARY</u> | : | Grade 1: R293 670 – R337 860 per annum, (plus benefits) Grade 2: R352 626 – R409 275 per annum, (plus benefits) |
| <u>CENTRE</u> | : | Dr Yusuf Dadoo Hospital |
| <u>REQUIREMENTS</u> | : | Grade 1: Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and a Midwife with a minimum of 0-9 years appropriate/recognized experience in clinical nursing practice post registration as Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognizable experience in clinical nursing practice post after registration as Professional Nurse with the SANC in General Nursing. Current registration with SANC. Computer literacy, good communication skills, organizational skills, problem solving and record management skills. Coordination and liaison skills. Knowledge of National Health Act, Medical Schemes Act, Occupational Health, and Safety Act. PFMA, RAF Act., COIDA Act, Patient's Rights 107 Charter, Batho Pele Principles, UPFS, ICD 10 Coding and NHI, data management policy. |
| <u>DUTIES</u> | : | Monitor and manage internal patients who are externally funded (i.e., ensure that ALOS is kept within the norm according to diagnosis and to obtain reasons from Clinical HOD for extended length of stay). Ensure that ICD 10 and UPFS coding is correct, specific and relevant. Ensure efficient and effective communication of updated clinical information for externally funded clients / patients. Ensure efficient and effective interpretation and implementation of case management policies, protocols, and procedures within the hospital. Coordination of the workflow processes between clinical and administration personnel. Supervision and development of staff and auditing of externally funded billed files to monitor accuracy in coding. Liaison with all relevant role players in matters relating to Case Management. Authorizing of all medical aid patients. Monitoring and support on Medical Aid rejections. Provide training and support on UPFS and charge sheets. Work with monitoring and evaluation department for daily monitoring of health information system registration of patients. Part of nursing and other clinical audit committees to monitor hospital efficiency indicators. Daily monitoring of in-patient's registration by doing ward rounds with operational managers, play a role in bed management of the hospital daily. Compilation of comprehensive reports for reporting i.e., weekly, monthly, and quarterly reports. Coordination of work with finance department and clinical and nursing department. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms. D.S. Ngwenya Tel No: (011) 951 6045 applications must be posted to HR at Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740 or hand delivered to DR Yusuf Dadoo Hospital, Cnr. Memorial and Hospital Street. |
| <u>NOTE</u> | : | A fully completed and signed new Z83 form (obtainable from any Public Service department or on www.dpsa.gov.za/documents) should be accompanied by comprehensive CV highlighting or stating the requirements mentioned above. Please ensure that the reference number is quoted correctly. Only the shortlisted candidates' will be required to submit certified documents on or before interviews. Failure to submit the required documents will result in shortlisted candidates disqualified. Shortlisted candidates will be subjected to positive results of the security clearance process (criminal records check) and the educational qualifications verification. The department of Health is committed to the achievement and Maintenance of diversity and equity employment. Applications received on the old Z83 application form will not be considered. The institution reserves the right not to fill the post. Suitable candidates will be subjected to Occupational Health and safety medical surveillance as required in the hazardous Biological Agents and Hazardous chemical substances. Regulations with the OHS Act 85 of 1993 shall apply. |
| <u>CLOSING DATE</u> | : | 20 October 2023 |
| <u>POST 36/71</u> | : | <u>POST BASIC PHARMACIST GRADE 1 REF NO: REFS/TMH/2023/10/02 (X1 POST)</u> Directorate: Pharmaceutical Services |
| <u>SALARY</u> | : | R239 682 – R269 730 per annum |
| <u>CENTRE</u> | : | Tambo Memorial Hospital |

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| <u>REQUIREMENTS</u> | : | Grade12 / Equivalent qualification. Current registration with South African Pharmacy Council as a Post Basic Pharmacist Assistant. Good communication, interpersonal skills, conflict management, time management, flexibility and operational planning skills. Ability to work independently, in groups and work under pressure. Basic computer skills. |
| <u>DUTIES</u> | : | Stock control, ordering and distribution of Scheduled medicine in accordance with Standard Operating Procedure and Legislation and the Pharmacy Act. To assist with the manufacturing of Non-sterile or sterile medicine under the supervision of a Pharmacist. Pre-packing of medicine into smaller patient ready packs in accordance to the SOP. Dispensing patient ready medication under the direct supervision of a Pharmacist. The provision of medication information to any individual to promote safe usage of medication. Maintenance of documents according to SOP. Recording and reporting information according to SOP. To participate and accept responsibility for their in-service and formal training. Compliance to Good Pharmacy Practice as stipulated by Pharmacy Council. Assist with projects as identified in the Pharmacy. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr K.S Zondo Tel No: (011) 898 8000 |
| <u>NOTE</u> | : | Applications can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459. |
| <u>NOTE</u> | : | Applications must include only completed and signed new Form Z83, obtainable from any Public Service Department or on (www.dpsa.gov.za/documents) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Only the shortlisted candidates will be required to submit certified copies of Identity document, Senior Certificate and highest required qualification as well as a driver's licence where necessary on or before interviews. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Foreign qualifications will only be submitted by shortlisted candidates. Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. |
| <u>CLOSING DATE</u> | : | 20 October 2023, Time: 12H00 |
| <u>POST 36/72</u> | : | <u>STAFF NURSE GRADE 1 REF NO: EHD2023/10/07</u> Directorate: PHC |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | Grade 1: R199 725 – R222 939 per annum, (plus benefits) Ekurhuleni Health District (Nokuthela Ngwenya CHC) |
| <u>DUTIES</u> | : | Qualification that allow registration with SANC as an enrolled nurse. Current registration with SANC as an enrolled nurse. Less than ten (10) years appropriate experience after registration as Staff Nurse (Enrolled Nurse) with SANC. Basic knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, elementary writing skills, ability to function as part of a team and interpersonal skills. Knowledge of Batho Pele principles and Patients' Rights Charter. Must be prepared to work shifts including night duty, weekends, and public holidays. Measure, interpret and record vital signs. Give Health education to clients. Prepare patients for diagnostic and surgical procedures. Sustain Nutritional status of patients. Be able to engage with the community and other stake holders. Provide elementary nursing services under the supervision of professional nurse within the scope of practice as defined by the South African Nursing Council and the Charter of Nursing Practice. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms N.C Skosana Tel No: (011) 737 9700 |
| <u>NOTE</u> | : | Applications should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400. |
| <u>NOTE</u> | : | Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za . Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related |

documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration. No S&T claims and resettlement allowance will be paid.

- CLOSING DATE** : 20 October 2023
- POST 36/73** : **STAFF NURSE GRADE 1 REF NO: CHBAH 722 (X18 POSTS)**
Directorate: Nursing – Medicine, Psychiatry OPD and HAST FBU
- SALARY** : R199 725 per annum, (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Qualification that allows registration with the South African Nursing Council (SANC) as Staff Nurse. Registration with SANC as Enrolled Nurse and current registration for 2023. No experience required after registration with the SANC as Staff Nurse.
- DUTIES** : Provide basic clinical nursing care in accordance with the scope of practice and nursing standards. Implementation and development of basic patient care plans to provide quality patient care. Demonstrate knowledge and understanding of relevant legal and ethical framework i.e. Acts, policies, SOP's, guidelines and protocols governing the public service and Nursing Practise. Demonstrate basic knowledge of Ideal Hospital Realization and maintenance. Effective utilization of resources, maintenance of proper and accurate record keeping. Demonstrate basic communication with patients, Supervisors, and colleagues. Willing to rotate through department and work night duty. Maintain professional growth / ethical standards and self-development. Work as part of a multidisciplinary team and support the managers to ensure quality nursing care.
- ENQUIRIES** : Mr B Mulaudzi Tel No: (011) 933 9779/0134
- APPLICATIONS** : should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital between 8am and 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. No faxed or emailed applications will be considered.
- NOTE** : Applications must be submitted on form Z83 Fully completed, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. 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 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, service certificate and other relevant documents on application but must submit 151 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, 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. 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** : 20 October 2023
- POST 36/74** : **STAFF NURSE GRADE 1 REF NO: CHBAH 723 (X6 POSTS)**
Directorate: Nursing (Clinical Support- FBU)
- SALARY CENTRE REQUIREMENTS** : R199 725 per annum, (plus benefits)
: Chris Hani Baragwanath Academic Hospital (CHBAH)
: Qualification that allows registration with the South African Nursing Council (SANC) as Staff Nurse. Registration with SANC as Enrolled Nurse and current registration for 2023. No experience required after registration with the SANC as Staff Nurse. Competencies/Knowledge/Skills: Demonstrate knowledge and understanding of relevant legal and ethical framework i.e., Acts, policies, SOP's, guidelines, and protocols governing the public service and Nursing practice. Demonstrate basic knowledge of Ideal Hospital Realization and maintenance. Effective utilization of resources, maintenance of proper and accurate record keeping. Demonstrate basic communication with the patients, supervisors, colleagues. Willing to rotate through department and work night duty. Maintain professional growth/ethical standards and self-development. Work as part of a multidisciplinary team and support the managers to ensure quality nursing care. Provide basic clinical nursing care in accordance with the scope of practice and nursing standards. Implementation and development of basic patient care plans to provide quality patient care. Prepare patients for diagnostic and surgical procedures. Utilize resources economically, effectively, and efficiently.
- DUTIES** : Provide basic clinical nursing care in accordance with the scope of practice and nursing standards. Implementation and development of basic patient care plans to provide quality patient care. Demonstrate knowledge and understanding of relevant legal and ethical framework i.e. Acts, policies, SOP's, guidelines and protocols governing the public service and Nursing Practise. Demonstrate basic knowledge of Ideal Hospital Realization and maintenance. Effective utilization of resources, maintenance of proper and accurate record keeping. Demonstrate basic communication with patients, Supervisors, and colleagues. Willing to rotate through department and work night duty. Maintain professional growth/ethical standards and self-development. Work as part of a multidisciplinary team and support the managers to ensure quality nursing care.
- ENQUIRIES APPLICATIONS** : Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134
: 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. 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), 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. 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 the same with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies

of qualifications and other relevant documents. 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 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). 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; therefore, all the appointments will be made in accordance with the Employment Equity target of the Department and the Hospital. People with disabilities are encouraged to apply.

CLOSING DATE

: 20 October 2023

POST 36/75

STAFF NURSE REF NO: CHABH 724 (X8 POSTS)

Directorate: Surgery & Ophthalmology FBU

SALARY

: R199 725 per annum, (plus benefits)

CENTRE

: Chris Hani Baragwanath Academic Hospital

REQUIREMENTS

: Qualification that allows registration with the South African Nursing Council (SANC) as Staff Nurse. Registration with SANC as Enrolled Nurse and current registration for 2023. No experience required after registration with the SANC as Staff Nurse. Competencies /Knowledge /Skills: Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.

DUTIES

: Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment).

ENQUIRIES

: Mr NB Mulaudzi Tel No: (011) 933 9779/0134

APPLICATIONS

: should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808.

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 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, 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: 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, 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. 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). Please use the reference as subject.

CLOSING DATE

:

20 October 2023