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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 39 OF 2023

DATE ISSUED 27 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 a Staff Nurse (**For Kopanong Hospital**) with Ref No: 43/2023 was advertised in Public Service Vacancy Circular 37 dated 13 October 2023. The application has been amended as follows: closing date has been extended to 03 November 2023.

OTHER POSTS

<u>POST 39/107</u>	:	<u>CLINICAL MANAGER (MEDICAL) GRADE 1 REF NO: HEID/CLIN/2023/001 (X1 POST)</u> Directorate: Clinical
<u>SALARY</u>	:	R1 288 095 per annum, (inclusive package), plus benefits
<u>CENTRE</u>	:	Heidelberg Hospital
<u>REQUIREMENTS</u>	:	Grade 1: Registration with the HPCSA as a Medical Practitioner. Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. A minimum of 6 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. An additional Hospital management qualification will be an added advantage. Supervisory experience within a hospital domain will be an added advantage. Knowledge in Administration, Finance and Supply Chain Management, strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision-making skills. The prospective incumbent should have knowledge of good administration procedures relating to a specific working environment including norms and standards. Good planning and organizing skills. Sound knowledge and ability to implement policies and Public Service Legislative Frameworks such as (National Health Act, PFMA, Public Service Act and its regulations, Mental Health Act and other relevant Statutes). Must be able to work under pressure, cope with high workload and be willing to manage the Hospital after hours.
<u>DUTIES</u>	:	Responsible for the leadership and management of the delivery of clinical services to patients referred to Heidelberg Hospital. Participate actively administrative duties of the departments. Offer comprehensive quality level hospital services to patients. Optimally supervise departments, mentor, and coach junior medical staff. Support district health services. Participate in continuing medical education, as required by the HPCSA. Participate and network with other hospitals and in the cluster. Perform Clinical audits and provide support to other departments/disciplines to ensure effective and comprehensive clinical services regarding patients care and treatment. Lead and drive Continuing Professional Development (CPD) and Morbidity & Mortality (M&M) Programme. Ensure that quality assurance, including clinical audit is conducted in the department in line with Ideal Hospital Framework and lead the department. Conduct patient redress and compile reports for medico-legal cases. Serve as a senior member of the Hospital Executive Management team. Actively contribute to the formulation and implementation of the hospital operational plans. Support the hospital executive and general management with the day to day running of the hospital. Assist EXCO in the discharge of any responsibilities which have been delegated. Participate in the management of activities of Heidelberg Hospital as a whole and attend all applicable management meetings. Implement cost containment measures, analyze budget and ensure effective and efficient use of resources. Monitor commuted overtime and ensure adherence to RWOP's policy. Maintain discipline and deal with grievances and labour related issues in terms of the laid down policies and procedures. Management of personnel performance and reviews thereof, (Contracting, reviews and final assessments) and perform any other duties delegated by the Superiors.
<u>ENQUIRIES</u>	:	Dr I Molatlegi Tel No: (016) 341 1207
<u>APPLICATIONS</u>	:	Applications can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441. Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441. Applicants are encouraged to use hand delivery or post office due to institutional technical problems.

<u>NOTE</u>	:	Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (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 shortlisted candidates will be required to submit certified documents on or before the day of the interviews. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. 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. The institution reserves the right not to fill the post.
<u>CLOSING DATE</u>	:	10 November 2023. NB: The closing time on the closing date will be 12h00.
<u>POST 39/108</u>	:	<u>MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 727 (X4 POSTS)</u> Directorate: Anaesthetics
<u>SALARY</u>	:	R1 214 805 per annum, (all-inclusive)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist. Current registration for 2023/2024. Exposure in working, in Anaesthetics will be an added advantage.
<u>DUTIES</u>	:	The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care. Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g., Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits, and where necessary quality improvement plans assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes; to participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development; to maintain quality assurance standards and other departmental policies. The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse team. Ability to work in a multi-disciplinary team and attend meetings, training as approved by HOU. Comply with the Performance Management and Development system (contracting, quarterly reviews, and final assessment).
<u>ENQUIRIES</u>	:	Dr P Mogane Tel No: (011) 933 9335
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	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. 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.

<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/109</u>	:	<u>MEDICAL OFFICER GRADE 2-3 HAST REF NO: REFS:00SUB-G (X1 POST)</u> Directorate: HIV, AIDS STIs and TB (HAST) Programme
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 034 373 – R1 197 150 per annum, (plus benefits) Medical Sub-District G An appropriate qualification that allows current registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner. A minimum of 5 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner of which 3 years must be, working experience in HIV STIs, ART Management, TB control, TB/HIV, and DR TB Clinical Management. Master's Degree in Public Health or equivalent complex case management would be an advantage. Knowledge of government guidelines and protocols for HIV, STIs, TB, and DR TB management; Experience in training, clinical mentoring, and supervision; Proven skills in program management including institutional capacity building and systems development; Must be a team player with excellent analytical, oral and written communication skills; Flexibility to work at several geographically dispersed sites. Good Computer skills in Excel, PowerPoint, and MS Word; A valid driver's licence. Must be willing to travel extensively. Knowledge of PFMA legislation and Government policy on HIV, STIs, and TB. Knowledge of DHIS, TIER.NET, and report writing skills. The Clinical Advisor's role is to provide support for the implementation of a country-wide scale up of community and facility- based TB/MDR TB treatment programs.
<u>DUTIES</u>	:	The incumbent will be responsible for the following activities but not limited to: develop with NTP and other implementing partners strategies for improving the quality of HIV, STIs PMTCT VMMC and TB; Strengthen clinical knowledge and experience in the management of HIV, STIs and TB; Assist the National TB Control Programme in implementing strategies to prevent TB/MDR TB; Initiate and provide technical support and training to Sub District district-based management teams and service providers to implement and monitor TB/MDR TB and VMMC treatment programs; Build capacity of project staff, Department of Health (DOH and LG) counterparts and collaborating NGOs in the implementation of interventions to prevent, diagnose and treat HIV, PMTCT ,STIs, DS and MDR TB,VMMC TB; Ensure correct patient management and review clinical decisions while strengthening expertise among health care professionals for HIV, PMTCT ,STIs, DS and MDR TB,VMMC care; Work with the Health Care Workers to assist in the implementation of HIV, STIs PMTCT and DS and MDR TB VMMC monitoring

and evaluation tools; Work with NGOs and partners to implement innovative treatment support and monitoring tools through Health technologies; Assist to design / implement targeted operations research to assess and improve implementation of HIV, PMTCT, STIs, DS and MDR TB, VMMC programs; Provide regular monitoring and evaluation reports to the Sub District Chief Medical Officer, Clinical Services Team Leaders HAST team members including monthly and quarterly status reports. Improve Sub District health systems in support of good clinical practice in the Sub Districts, Hospitals, CHC's, and PHC Clinics. Guide implementation of DoH HAST treatment protocols. Keep abreast of the developments in the HIV, PMTCT STIs DS, and DR TB VMMC programme areas. Facilitate and monitor HIV, Maternal health, STIs, VMMC, DS, and DR TB for internal and external stakeholders as may be required. Contribute to operational planning activities. Liaising and negotiating with the private sector to improve the health status of communities. Perform all other duties delegated by the Supervisor / Manager. Participate in the training and clinical mentorship of health providers. Support the dissemination and review of HAST policies. Strengthen TB/HIV collaboration and rollout. Participate in the Sub District after hours' coverage (Commuted Overtime)

<u>ENQUIRIES</u>	:	Ms Matlhodi Mogorosi Tel No: (011) 694 3823
<u>APPLICATIONS</u>	:	Applications must be submitted only through this email: SubDistrictG.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. 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.
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/110</u>	:	<u>MEDICAL OFFICER REF NO: DYD/MO/ 2023/04 (X2 POSTS)</u> Directorate: Medical
<u>SALARY</u>	:	Grade 1: R906 540 per annum, (all-inclusive package) Grade 2: R1 034 373 per annum, (all-inclusive package) Grade 3: R1 197 150 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Dr Yusuf Dadoo Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Officer. Current registration with HPCSA as an independent Medical Practitioner. A minimum of at least 0 - 10 years' experience, be prepared to work under pressure and stressful situation. Excellent clinical skills in assessment, management of common Medical Conditions and relevant procedure. Good professional attitude, communication skill, ethics in relation to patient's referrals and consent to treatment. Experience in OBS and Gynae and Paediatrics will be an added advantage.
<u>DUTIES</u>	:	Co-ordinate and manage clinical care and treatment in outpatient and in-patient clinical responsibilities with afterhours participation in the call roster. Be rotated through different units of the Hospital according to the operational need of the Hospital.
<u>ENQUIRIES</u>	:	Ms A.P Molamu Tel No: (011) 951 6181
<u>APPLICATIONS</u>	:	Applications Should be posted to HR at Dr Yusuf Dadoo Hospital, Private Bag X2006, Krugersdorp, 1740 or hand delivered to 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. No copies of qualifications/proof are required, only Z83 and CV are to be submitted on application. 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>	:	10 November 2023
<u>POST 39/111</u>	:	<u>ASSISTANT MANAGER: QUALITY ASSURANCE –PNA7</u> Directorate: CEO
<u>SALARY</u>	:	R627 747 per annum
<u>CENTRE</u>	:	Heidelberg Hospital
<u>REQUIREMENTS</u>	:	A Basic Nursing Diploma/ Degree as a Professional Nurse registered with the SANC. A minimum of eight (8) years appropriate experience as a Professional Nurse in direct patient care areas is needed. Three (3) years period referred above should be experience at Nursing Management level. A minimum of two (2) years' experience in Quality Assurance.
<u>DUTIES</u>	:	Ensure the monitoring and evaluation for the implementation of the National Core Standards (NCS) as determined by the Minister of Health. Provide Quality improvement Plans (QIP) and the implementation thereof. Facilitate access to National package of service including norms and standards. Facilitate conducting of patient satisfaction surveys and analysis of data. Ensure regular clinical audits. Ensure the implementation and monitoring of an adverse event program. The incumbent will be responsible for overall supervision and management of the staff involved in the Quality Assurance Programme. He /She will also be responsible for the smooth running of the department. The assessment, Planning, implementation and evaluation of quality assurance needs within the hospital will be his/her responsibility. The implementation of the following will also be his /her responsibility. The implementation of the National Quality Assurance Standards. Development of the necessary protocols/guidelines in alignment to be National requirements. Liaison between the hospital and the Provincial Quality Assurance Directorate. Participation in all departments in the hospital with regards to Quality Assurance Programme.
<u>ENQUIRIES</u>	:	Dr I Molatlhegi Tel No: (016) 341 1207
<u>APPLICATIONS</u>	:	Applications can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441. Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441.
<u>NOTE</u>	:	Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (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 shortlisted candidates will be required to submit certified documents on or before the day of the interviews. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. 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. The institution reserves the right not to fill the post. Applicants are encouraged to use hand delivery or post office due to institutional technical problems.
<u>CLOSING DATE</u>	:	10 November 2023. NB: The closing time on the closing date will be 12h00

<u>POST 39/112</u>	:	<u>ASSISTANT MANAGER NURSING SPECIALTY: MIDWIFERY AND NEONATAL NURSING SCIENCE REF NO: HEID/AM/QA/2023/040</u> Directorate: Nursing
<u>SALARY</u>	:	R627 747 per annum, (plus benefits)
<u>CENTRE</u>	:	Heidelberg Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post basic qualifications in Midwifery and Neonatal Nursing Science. At least three (3) years of the period referred to above must be appropriate/recognize experience at Management Level/Night Supervisor in Obstetrics unit. Competencies/knowledge/skills. knowledge of legal prescripts that regulate nursing and health services. Computer Literacy is essential. Ability to work independently and innovatively. Facilitation and presentation skills. Problem solving and decision-making skills.
<u>DUTIES</u>	:	Delegate, supervise and co-ordinate the provision of the effective and efficient patient Care through adequate nursing care. Initiate and participate in Health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health. Develop/establish and maintain constructive relationships with nursing and other stakeholders (i.e., interpersonal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis formulation of nursing guidelines, norms, and standards. Manage effective utilization and supervision of human, financial and material resources. In the department. Provide management support, guidance, and direction to personnel under her or his supervision towards the realization of strategic goals and objectives of the Nursing Department. Coordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development. Comply with the Performance Management and Development System (contracting, reviews and final assessment).
<u>ENQUIRIES</u>	:	Ms L.L.P. Msiza Tel No: (016) 341 1100/1203
<u>APPLICATIONS</u>	:	Applications can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441. Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441.
<u>NOTE</u>	:	Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (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 shortlisted candidates will be required to submit certified documents on or before the day of the interviews. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified 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. The institution reserves the right not to fill the post. Applicants are encouraged to use hand delivery or post office due to institutional technical problems.
<u>CLOSING DATE</u>	:	10 November 2023. NB: The closing time on the closing date will be 12h00
<u>POST 39/113</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1 REF NO: CHBAH 728 (X1 POST)</u> Directorate: Nursing Services – Clinical Education and Training Unit (CETU)
<u>SALARY</u>	:	R497 193 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital
<u>REQUIREMENTS</u>	:	Grade 12. Basic qualification accredited with South African Nursing Council in terms of Government Notice 425 i.e. Diploma / Degree in Nursing as a Professional nurse or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration as Professional Nurse

with SANC in General Nursing, at least 2 years of the period referred to above must be appropriate / recognizable experience in Nursing Education environment. Post Basic Nursing qualification, with a duration of at least one (1) year in Nursing Education. Current (2023) SANC receipt. Diploma in Health Services Management and Computer literacy will be an added advantage. Knowledge, Skills, Training and Competence Required: Knowledge of Nursing care processes and procedures, nursing statutes, Ideal Hospital Realisation and Maintenance Framework – version 2.0 and other relevant Legal frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act. Skills: Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Interpersonal skills including conflict management and counselling.

DUTIES : Coordination of optimal, holistic specialized nursing care with set standards and within a professional / legal framework in CETU. Manage effectively supervision and utilization of resources Human, Material, and monitoring of the services. Coordination of provision of effective training and research. Maintain professional growth / ethical standards and self-development. Display a concern of patients by promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the Principles of Batho Pele and patient centred nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and Nursing Standards. Demonstrate an ability to perform research work relevant to Nursing education and related subjects to enhance the quality of CETU. Able to apply technology and programmes to enhance the level of education and teaching programmes. Teaching of clinical nursing practice and nursing standards as determined by the relevant facility.

ENQUIRIES : Mr N.B. Mulaudzi Tel No: (011) 933 9779/0134
APPLICATIONS : 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 : 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. No faxed applications will be considered. 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.

<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 39/114</u>	:	<u>ASSISTANT DIRECTOR (SCM) REF NO: DYD/ASD/ 2023/02/03 (X1 POST)</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R424 104 per annum, (plus benefits)
<u>CENTRE</u>	:	Dr Yusuf Dadoo Hospital
<u>REQUIREMENTS</u>	:	Grade 12 (Matric) / NQF level 4 Certificate, plus bachelor's Degree/ Advanced Diploma (NQF level 7) in Supply Chain Management/Logistics Management/ Public Admin/ Public Management. Minimum of 5 years' experience in Supply Chain Management Department, of which 3 years must be at Supervisory level in Supply Chain Environment (Preferably in a Public Sector). Strong leadership skills and ability to interpret and implement policies, directives and guidelines of Gauteng Department of health. Must have the understanding and knowledge of Supply Chain Management and the following prescripts: PFMA, PPPFA, PPR 2022, Treasury Regulations, BBBEE and Treasury Notes. Valid Driver's Licence. Computer skills (Microsoft package). Ability to work under pressure and long hours. Presentation skills. Report writing skills. Verbal and written communication skills. People Management skills, Problem Solving skills, Client Orientation skills, Ability to work in a multidisciplinary team. Knowledge of BAS/SAP system will be an added advantage.
<u>DUTIES</u>	:	Manage Acquisition Management of Goods & Services and Machineries, Manage Movable Assets, Develop the business plan of the unit, Develop and monitor Procurement and Demand plan for the hospital, Compile database of approved suppliers, Manage sourcing of supplier using CSD, Manage the Pre-Audit and Post Audit of Acquisition, Inventory and Assets, Manage provisioning and Logistics Management for all orders, establish database of supplies when obtaining quotations Development and Management of Service Level agreement, ensure proper implementation and compliance to the Public Finance Management Act, 1999; SCM policies and other relevant statutory prescriptions. Manage supply Chain Management staff. Manage the procurement and processing of RFQ's and contracts. Co-ordinate the Quotation Adjudication committee meetings (Vetting). Ensure proper asset acquisition, verification and disposal. Ensure implementation of SCM contracts, policies, procedures, and systems. Manage all stores accounting sections and ensure compliance to all prescripts and regulations. Implement PMDS and enforce discipline in the SCM department.
<u>ENQUIRIES</u>	:	Mr T. Litheko Tel No: (011) 951 6218
<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. No copies of qualifications/proof are required, only Z83 and CV are to be submitted on application. 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>	:	10 November 2023

<u>POST 39/115</u>	:	<u>PROFESSIONAL NURSE GRADE 1-3 (GENERAL NURSING QUALITY ASSURANCE REF NO: HEID/PNA/QA/2023/06 (X1 POST))</u> Directorate: Nursing
<u>SALARY</u>	:	Grade 1: R293 670 - R337 860 per annum Grade 2: R358 626 - R409 275 per annum Grade 3: R431 265 – R521 172 per annum
<u>CENTRE REQUIREMENTS</u>	:	Heidelberg Hospital Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e: Diploma/Degree in nursing) or equivalent qualification with the SANC as a Professional Nurse. Registration as a Professional Nurse after post Community Service. Current (2022) SANC license to practice. Knowledge of quality Assurance Standards (Ideal Hospital Realization Framework) and depth Knowledge of patient care and hospital policies and guidelines will be an added advantage.
<u>DUTIES</u>	:	Participate actively in conduction of Ideal Hospital Realization Framework annual assessments. Participate actively in conduction of annual PEC (Patient Experience of care) surveys and assist in capturing of results. Participate actively in conduction of DPOS (Daily Patient Experience of care) survey and assist in analysing the results thereof. Monitoring of hospital compliance with current guidelines. Review and analyse patients' complaints. Work closely with patients and staff to develop best care based on patient's needs. Participate in training programmes and work closely with quality assurance leadership. Attend monthly quality assurance meetings. Play an important role in assisting the hospital in the achievement of departmental goals and objective. Assist in development of QIP (Quality Improvement Plans). Participate actively in clinical audit sessions. Effective use of material resources and hospital budget.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms LLP Msiza Tel No: (016) 341 1203 Applications can be hand delivered at Heidelberg Hospital Admin block 1. Heidelberg Hospital, Private Bag X612, Heidelberg, 1441. Physical Address: Corner HF Verwoerd and Hospital Street, Heidelberg, 1441. Applicants are encouraged to use hand delivery or post office due to institutional technical problems.
<u>NOTE</u>	:	Applications are not required to submit copies of qualifications and other relevant documents but must fill a new Z83 form (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 shortlisted candidates will be required to submit certified documents on or before the day of the interviews. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. 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. The institution reserves the right not to fill the post.
<u>CLOSING DATE</u>	:	10 November 2023. NB: The closing time on the closing date will be 12h00

OFFICE OF THE PREMIER

<u>APPLICATIONS</u>	:	Applications should be sent through RecruitmentHOD.Premier@gauteng.gov.za quoting the relevant reference number to Human Resources Administration.
<u>CLOSING DATE</u>	:	10 November 2023
<u>NOTE</u>	:	Applicants should please note the following: The successful candidate will be required to enter into an employment contract and conclude an annual performance agreement with the Premier of Gauteng within three (3) months of commencement of duty. The recommended/short-listed candidates will be subjected to security clearance. Qualifications will be verified (it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority, i.e. SAQA). The incumbent will be required to disclose his/her financial interest in accordance with the prescribed regulations. Qualifying applicants should submit their application form (Z83) which is obtainable from any government department or on the www.dpsa.gov.za , accompanied by a detailed Curriculum Vitae. Failure to comply with these instructions will disqualify applications from being

processed. 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. NB. Requirement for all senior management positions: Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Qualifying applicants should submit their application on the New Application Form (Z83), found on www.dpsa.gov.za. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The Z83 should be accompanied by a comprehensive CV (with detailed current and previous work experience including dates). The communication from the HR of the Department regarding the requirements of the certified qualifications, ID, Drivers licence etc. will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The Gauteng Office of the Premier reserves the right to cancel the filling/ not to fill any vacancy that was advertised during any stage of the recruitment process. No late applications will be considered.

MANAGEMENT ECHELON

<u>POST 39/116</u>	:	<u>HEAD OF DEPARTMENT (HOD): GAUTENG DEPARTMENT OF E-GOVERNMENT RESEARCH AND DEVELOPMENT REF NO: HOD/E-GOV/2023</u> (3-year performance-based contract, renewable for a further period of 2 years, dependent on performance) This is a re-advertisement, applicants who applied previously are encouraged not to apply their previous application will be considered.
<u>SALARY</u>	:	R2 158 533 – R2 428 830 per annum, (all-inclusive remuneration package), plus a 10% non-pensionable allowance applicable to Heads of Departments.
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate undergraduate qualification (NQF level 7) and post graduate qualification (NQF level 8) in Public Management or Business Administration. 8 to 10 years' experience at Senior Managerial level of which 5 years must be of SMS in the Public Service. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level. Knowledge understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership, change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long hours. Willingness to work irregular hours and travel extensively.
<u>DUTIES</u>	:	Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA. Providing strategic leadership to the Department. Overseeing the development, implementation and monitoring of organisational programmes in line with organisational policies. Ensuring sound financial management as well as application of ethics and good corporate

governance principles. Specific focus areas include the following: The successful incumbent will be directly accountable to the member of the Executive Council for the realization of Government priorities and Intergovernmental Programme of Action. Ensuring operational efficiencies and strategic outputs of the Department, agencies or special units associated with the Department. Ensure the roll-out of a network infrastructure that will connect government facilities, schools, hospitals, offices and economic zones. Create an enabling platform and support service; enable GCR entities to deliver e-Government Research and Development Services; establish a GCR e-Government Research and Development governance structure to drive priorities, policies, standards and regulations; promote the usage of e-Government Research and Development services; stimulate the ICT economy through facilitating incubation and innovation; and encourage public and private partnerships for the development and roll-out of e-Government Research and Development services. Support the Member of the Executive Council in his/her duties as political head of the Department; and represent the department at various fora.

ENQUIRIES

: Ms Pange Radebe Tel No: (011) 298 5637/0663156970