



PUBLIC SERVICE VACANCY CIRCULAR

**PUBLICATION NO 27 OF 2023
DATE ISSUED 04 AUGUST 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.

AMENDMENT

**: DEPARTMENT OF HIGHER EDUCATION AND TRAINING:
NKANGALA TVET COLLEGE:** Kindly take note that the post of Assistant Director – Governance, which was advertised in Public Service Vacancy Circular 25 dated 21 July 2023, the closing date has been extended to 11 August 2023.

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 27/116** : **MEDICAL SPECIALIST (OBSTETRICS AND GYNAECOLOGY) GRADE 1
REF NO: REFS/TMH/2023/07/01 (X1 POST)**
Directorate: Medical Services
- SALARY** : R1 214 805 – R1 288 095 per annum
CENTRE : Tambo Memorial Hospital
REQUIREMENTS : An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Obstetrics and Gynaecologist that is FCOG (SA) with MMED Degree in Obstetrics and Gynaecology. Registration certificate with HPCSA as a Medical Specialist. Ability to work with fellow Specialists and multi-disciplinary team. Be willing to do commuted overtime. Experience as a Medical Specialist will be an added advantage.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patients. Improve quality of care by providing an appropriate clinical care. Supervising of Registrars, Medical Officers and Interns. Implement and monitor the adherence to the National Core Standards. Reduce the risk of medical litigation by exercising good clinical practice and upholding sound ethical standards. Participating and collaborating with the multi-disciplinary team in managing and caring for patients. Supervising and completing medico-legal documents timeously e.g. death certificates and insurance forms. Participating as a leader in mortality and morbidity meetings and evaluating and assessing rotating Registrars, Interns and students. Assist the clinical head with the administration responsibilities.
- ENQUIRIES** : Dr L.W Shabani 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** : 21 August 2023, Time: 12H00
- POST 27/117** : **MEDICAL OFFICER GRADE 1- GRADE 3 REF NO: EHD2023/08/01**
Directorate: Mental Health
- SALARY** : R906 540 – R1491 627 per annum, (all- inclusive remunerative package)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Grade 12 with Basic medical degree (MBBCH or equivalent) and currently registered with the Health Professionals Council of South Africa (HPCSA) as a Medical practitioner. Relevant experience working in mental health /Psychiatry is required. Post graduate diploma/degree in Mental Health/Psychiatry will be an advantage. Recommendations: Experience working in district health services (including in clinics). Experience in general medical practice, mental health care, PHC, HAST, EBM and use of current clinical protocols. Requisite clinical skills include consultation, history taking, examination, clinical assessment, management procedures and ensuring continuity of patient care. Good professional attitude/conduct, good communication skills, good professional ethics, team work ability, good medical records keeping. Willingness to work/participate in outreach programmes in any PHC facility in the district service. Competency Profile: Appropriate treatment of mental health conditions to prevent relapse. Ability to refer patients, make recommendations, provide advice and deliver information in the form of reports to all disciplines in the district mental health team. Ensuring proper referrals between hospitals

and clinic and completion of correct referral documents from community to hospital. Following correct procedures for the down referrals of clients. Ability to manage a multidisciplinary team and work together with nurses, psychologists, occupational therapists and social workers for optimal patients management.

DUTIES : Support the provision of PHC services in the Community Health Centers, clinics and District hospitals within the district health services (DHS) by providing optimal mental health care, mentoring and supervision of health care professionals through integrated approach programmes. Participate in 24hour PHC services including Medico-legal and EMS. Use protocols and guidelines in patient management and ensure appropriate referrals services in accordance with national and provincial strategies. Give caregivers skills to manage patients optimally. Assist the facility in ensuring that it has adequate and correct medication for service users. Support the development of the Mental Health/Psychiatry in the district and participate in academic teaching and learning Mental Health, Family medicine & PHC units in the district. Support the training and the CPD/CME activities for nurses, intern and community services doctors in the district. Support/participate in the development of district research projects. Perform any other duties delegated by Supervisor/Manager.

ENQUIRIES : Dr K Maaroganye Tel No: (011) 876 1717
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 : 24 August 2023
POST 27/118 : **MEDICAL OFFICER GRADE 1 REF NO: REFS/TMH/2023/07/02 (X1 POST)**
Directorate: Anaesthesia

SALARY : R906 540 – R975 738.per annum
CENTRE : Tambo Memorial Hospital
REQUIREMENTS : An appropriate qualification that allows registration with HPCSA as a Medical Practitioner that is MBCHB. HPCSA registration as an independent Medical Practitioner post community service. The Diploma in Anaesthetics will be an added advantage. Previously done ACLS and be able to participate in commuted overtime.

DUTIES : The incumbent will be responsible to ensure effective and efficient services to contribute to optimal patient care. Participating in all activities of Anaesthesia in relation to teaching and research. Participating in departmental audit activities, preparing and writing of reports. Supervising junior doctors (undergraduate students, intern and community service doctors). Improve quality of care by providing appropriate clinical care and also participating in multi-disciplinary team.

ENQUIRIES : Dr G Laker 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. 21 August 2023, Time: 12H00

CLOSING DATE

:

POST 27/119

:

PHARMACY GRADE 1 REF NO: EHD2023/08/02

Directorate: Pharmaceutical Services

SALARY

:

R768 489 – R814 437 per annum, (all-inclusive remunerative package)

CENTRE

:

Ekurhuleni Health District (Germiston CDU)

REQUIREMENTS

:

Grade 12 with Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows for registration with the SAPC as a Pharmacist. Current Registration with the SAPC as a Pharmacist. Comprehensive knowledge of Government prescripts. Computer literacy (Ms. Word, Ms. Excel, Power-Point) including RX-solution and RDM. Engage in overtime and after hour's call. Administrative and people management skills. Sound communication skills (both verbal and written). Good planning and organizational skills. Good problem solving and interventional 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, dispatching of patient ready medicine parcels and provision of information to all stakeholders. 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 utilization of medication and 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 to stay current and assist with the facilitation of pharmacy staff training and tutoring. Assist the manager in the co-ordination of activities of the District Pharmacy and Therapeutics Committee (PTC), or in any other committees that is of benefit in improving and managing pharmaceutical services. 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.

ENQUIRIES

:

Ms E Seabi Tel No: (011) 278 – 7891

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

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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** : 24 August 2023
- POST 27/120** : **PHARMACY GRADE 1 – GRADE 3 REF NO: EHD2023/08/03**
Directorate: Pharmaceutical Services
- SALARY** : Grade 1 – Grade 3: R768 489 – R961 614 per annum, (all-inclusive remunerative package)
- CENTRE REQUIREMENTS** : Ekurhuleni Health District (Germiston CDU)
Grade 12 with Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows for registration with the SAPC as a Pharmacist. Current Registration with the SAPC as a Pharmacist. Comprehensive knowledge of Government prescripts. Computer literacy (Ms. Word, Ms. Excel, Power-Point). Engage in overtime and after hour's call. Administrative and people management skills. Sound communication skills (both verbal and written). Good planning and organizational skills. Good problem solving and interventional skills. Must be highly motivated and enthusiastic to contribute to pharmaceutical services in the public sector. Driver's license is essential and be willing to travel within Ekurhuleni. Knowledge of monitoring and evaluation processes.
- DUTIES** : Provide pharmaceutical care, including prescription evaluation, dispensing of medication, dispatching of patient ready medicine parcels and provision of information to all stakeholders. 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 and 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 to stay current and assist with the facilitation of pharmacy staff training and tutoring. Assist the manager in the co-ordination of activities of the District Pharmacy and Therapeutics Committee (PTC), or in any other committees that is of benefit in improving and managing pharmaceutical services. 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.
- ENQUIRIES APPLICATIONS** : Ms E Seabi Tel No: (011) 278 – 7891
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** : 24 August 2023
- POST 27/121** : **ASSISTANT MANAGER NURSING (PHC) REF NO: 2023/08/04**
Directorate: PHC
- SALARY** : R683 838 – R767 184 per annum, (plus benefits)
- CENTRE** : Ekurhuleni Health District (ESDR)

<u>REQUIREMENTS</u>	:	Grade 12 with Basic R425 qualification (i.e. Diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse specialty. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties R48 (Clinical Nursing Science, Health Assessment, Treatment and Care) or R212(Advanced Midwifery and Neonatal Science). A minimum of 10 years; appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level. Financial management and human resource management knowledge; Leadership, organizational, decision making and problem-solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation. Computer literacy and driver's license is essential.
<u>DUTIES</u>	:	To ensure that a comprehensive quality nursing treatment and care service is delivered to patients in a cost effective, efficient, and equitable manner by the facilities. To always ensure compliance to professional and ethical standards. Promote quality of nursing care and ethos as directed by the professional scope of practice and standards as determined by SANC. Facilitate provision of a comprehensive package of service at PHC level and ensure that the facilities adhere 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 ideal clinic, clinical guidelines and protocols, norms and standards within the facilities. Adhere to Office of the Health Standard Compliance 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. Oversee provincial personnel in Local Authority facilities. Ensure submission of day, weekly, monthly, quarterly, and annual reports. General administration duties and management soft skills is mandatory, Deputize the NSDR Deputy Manager when delegated.
<u>ENQUIRIES</u>	:	Ms N. M Xaba Tel No: (011) 737 - 9700
<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.
<u>CLOSING DATE</u>	:	24 August 2023
<u>POST 27/122</u>	:	<u>OPERATIONAL MANAGER NURSING (PHC) REF NO: EHD2023/08/05</u> Directorate: Primary Health Care
<u>SALARY</u>	:	R627 474 – R703 752 per annum, (plus benefits)

<u>CENTRE REQUIREMENTS</u>	:	Daveyton CDC (ESDR)
	:	Grade 12 with basic qualification accredited with SANC in terms of Government Notice R425 (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of government Notice No R48 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 (Clinical Health Assessment, Diagnosis, Treatment and Care). Computer literacy and 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 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 the need arises.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr K. P Dlangalala at 081 741 6042
	:	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.
<u>CLOSING DATE</u>	:	24 August 2023
<u>POST 27/123</u>	:	<u>OPERATIONAL MANAGER NURSING (MOU) REF NO: EHD2023/08/06</u> Directorate: PHC
<u>SALARY CENTRE REQUIREMENTS</u>	:	R627 474 – R703 752 per annum, (plus benefits)
	:	Nokuthela Ngwenya CHC (ESDR)
	:	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 the SANC as 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

DUTIES

: Neonatal Nursing Science). Computer literacy and valid Driver's license is essential. Knowledge of all Legislation relevant to Health Care Services.
: 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.

ENQUIRIES

: Ms N.C Skosana Tel No: (011) 737 9700

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

: 24 August 2023

POST 27/124

: **THERAPEUTIC AND MEDICAL SUPPORT SERVICES PROGRAMME COORDINATOR (UNIT MANAGER) GRADE 1 REF NO: EHD2023/8/07**
Directorate: Therapeutic Services

SALARY

: R520 785 – R578 367 per annum, (plus benefits)

CENTRE

: Ekurhuleni Health District (Phillip Moyo CHC)

REQUIREMENTS

: Grade 12 with appropriate Qualification degree in Occupational Therapy, Podiatry, Optometry, Physiotherapy and Speech Therapy or Audiology / both(dual). A minimum of 3yrs after registration with HPCSA in the following categories: Speech and Audiology, Audio, Speech, Optometry, Physiotherapy, Occupational Therapy and Podiatry. Current valid registration with HPCSA. Relevant experience in Primary Health Care Setting. Relevant experience Community Rehabilitation Services. Experience in Management of Therapeutic Services Team. A Valid driver's license is essential. Computer literacy is essential. Knowledge in the relevant policies, protocols, and guidelines. Good communication, report writing and problem-solving skills. Must be proactive, innovative, and independent leader.

DUTIES

: Provide leadership at Ekurhuleni Health District and Therapeutic Services in the team. Give input and ensure adherence to District, provincial and national legislation. Implement and contribute to the proper utilization of allocated financial and physical resources. Submission of weekly, monthly, quarterly, and annual Therapeutic Services. Reports, stats and other administrative duties to District and Provincial managers for Therapeutic services. Verify,

Analyse and interpret Data. Establish good working relationship with other stakeholders within the district and outside the district e.g., Mental Health, NGO's, Organisation for People with Disability, etc. Coordinate and ensure health promotion, prevention and community intervention activities are rendered in the district. Ensure training activities for all staff Implement quality assurance policies and develop appropriate quality improvement plan for the Therapeutic Service unit. Attend all relevant meetings at District and Provincial levels. Provide support to the Team, Subdistrict Therapeutic Units and Programs. Provide leadership at Ekurhuleni Health District and Therapeutic Services in the Sub-district. Give input and ensure adherence to District, provincial and national legislation. Implement and contribute to the proper utilization of allocated financial and physical resources. Submission of weekly, monthly, quarterly, and annual Therapeutic Services reports, stats and other administrative duties to District and Provincial managers for Therapeutic services. Analyze and interpret Data. Establish good working relationship with other stakeholders within the district and outside the district e.g., Mental Health, NGO's, Organization for People with Disability, etc. Coordinate and ensure health promotion, prevention and community intervention activities are rendered in the district. Ensure continuous professional development activities for staff. Implement quality assurance policies and develop appropriate quality improvement plan for the Therapeutic Service unit. Attend all relevant meetings at District and Provincial levels. Provide support to the Subdistrict Therapeutic Units and Programs.

**ENQUIRIES
APPLICATIONS**

: Ms AE Tshivhase/ Mr G. Mavimbela Tel No: (011) 876 1776
 : 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 consideration. No S&T claims and resettlement allowance will be paid.

CLOSING DATE

: 24 August 2023

POST 27/125

: **CHIEF OCCUPATIONAL THERAPIST GRADE 1 REF NO: EHD2023/08/08**
 Directorate: Mental Health Services

**SALARY
CENTRE
REQUIREMENTS**

: R520 785 – R578 367 per annum, (plus benefits)
 : Ekurhuleni Health District
 : Grade 12 with Appropriate qualification (degree) that allows for the required registration with the Health Professionals Council of South Africa (HPCSA) in the relevant profession as an Occupational Therapist. A minimum of 3 years' appropriate experience after registration with HPCSA as an independent Occupational Therapist. Good Communication skills. Knowledge of PFMA, Ideal Clinic, and other relevant policies, protocols, and guidelines. Ability to work within a multidisciplinary team to ensure holistic care. Report writing skills and problem-solving skills. A valid driver's license is essential. Experience in working in a primary health care (PHC) setting. Computer literacy is essential. Must be proactive, innovative and an independent team leader. Knowledge of financial and Human resources management.

DUTIES

: Provide overall placement, management, supervision, and control of Mental Health Occupational Therapists in the Districts to ensure smooth running of service delivery. Provision of Community Based (CBR) services with the focus on health promotion, prevention and community intervention. Establish a good working relationship with other stakeholders within the District E.g.,

Therapeutic Services, Non-communicable Disease, Integrated School Health Programme, etc. Training of staff within the district and surrounding hospitals on mental health services, vocational rehabilitation in mental health, and other relevant topics. Complete monthly report and stats and other administrative tasks required for the running of the services. Develop and monitor an operational plan for Occupational Therapy services. Implement and contribute to the proper utilization of allocated financial and physical resources. Knowledge in Performance Management Development System (PMDS). Attend PHC Management meetings, Mental Health MDT meetings, Therapeutic Services meetings, Ekurhuleni cluster meetings, other stakeholders' meetings and forums. Ensure adherence to government policies and protocols. Participate in continuous professional development activities. Implement quality assurance policies and develop appropriate quality improvement plan for the therapeutic services unit. Perform any other duties delegated by Manager.

ENQUIRIES : Ms B. Maleofane Tel No: (011) 876 1717
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 : 24 August 2023

POST 27/126 : **CHIEF MEDICAL ORTHOTIST AND PROSTHETIST GRADE 1 REF NO: REFS/TMH/2023/07/03 (X1 POST)**
 Directorate: Orthopaedic Workshop

SALARY : R520 785 – R 578 367 per annum, plus benefits
CENTRE : Tambo Memorial Hospital
REQUIREMENTS : Grade 12 with relevant Diploma or Degree in Medical Orthotics and Prosthetics, registration with HPCSA and compliance to CPD requirements, minimum of 3 years work experience as Medical Orthotist & Prosthetist Production level. Good communication, interpersonal and conflict management, time management, flexibility and operational planning skills. Ability to work independently, in groups and work under pressure. Basic computer skills.

DUTIES : Provision and monitoring of quality Medical Orthotics and Prosthetics services as required at regional level in line with strategic plans of national, provincial and institutional goals. Manufacturing of Orthotics and Prosthetics devices, Providing of Orthotics and Prosthetics services to in-patients and out-patients. Contribute to service development, attend meetings and assist in managerial tasks. Assist with management of resources including human, physical, financial, risk and waste. Monitoring of workflow, waiting lists, staff attendance and performance. Coordinate and conduct Outreach clinics at cluster hospitals and clinics. Lead and coordinate in-service training. Secure and analyse physical and electronic records. Supervision of junior staff and students. Lead and adapt to changes in workplace. Communicate in workplace and in work team. Participate in research.

ENQUIRIES : Mr. I Muhammed 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 be filled on 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; and copies of ID and qualifications. Only the shortlisted candidates will be required to submit certified copies of qualifications and Identity document on or before interviews. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons in possession of foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA). 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** : 21 August 2023, Time: 12H00
- POST 27/127** : **OPERATIONAL MANAGER GENERAL (GYNAE) PNA5 REF NO: REFS/TMH/2023/07/04 (X1 POST)**
Directorate: Nursing Services
- SALARY CENTRE REQUIREMENTS** : R497 193 – R 559 686 per annum, plus benefits
: Tambo Memorial Hospital
: A Minimum of Diploma/ Degree in General Nursing Science, registration with SANC as a Professional Nurse. Current SANC receipt as a General Nurse and Midwife. A minimum of Seven (7) years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse. Have a good communication skills, leadership and conflict management skills. Manage own performance, be able to work as part of a Multidisciplinary team. Be able to supervise staff and patient care in the unit, be available at all times in case of an emergencies and shortage of staff.
- DUTIES** : Overall supervision and control of quality patient care in the unit. Ensure the formulation and availability of clinical patient care protocols and policies in her department. Efficient implementation and evaluation of patient care programmes in the unit according to department's strategic goals. Ensure adequate and appropriate staffing according to patient's needs. Effective monitoring and management of absenteeism. Accountable for overall and effective management of nursing duties. Establish efficient communication with the multidisciplinary team. Responsible for the implementation of disciplinary measures. Secure and allocate resources and budget to achieve workplace objectives. Proactively identify performance requirements to improve teamwork. Ensure performance, evaluation, management and development of staff. Ensuring the adherence to National Core Standards.
- ENQUIRIES APPLICATIONS** : Mrs. M.L Mashamba Tel No: (011) 898 8314
: 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 be filled on 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; and copies of ID and qualifications. Only the shortlisted candidates will be required to submit certified copies of qualifications and Identity document on or before interviews. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons in possession of foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA). 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** : 21 August 2023, Time: 12H00
- POST 27/128** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (QUALITY ASSURANCE) REF NO: EHD2023/08/09**
Directorate: PHC
- SALARY CENTRE REQUIREMENTS** : R497 193 per annum, (plus benefits)
: Ekurhuleni Health District (NSDR)
: Grade 12 with Basic qualification accredited with SANC in terms of Government Notice No. R425.qualification, i.e. Diploma/ Degree in Nursing. A minimum of 7 years appropriate recognizable experience in Nursing after registration as a Professional Nurse. Computer literacy and valid driver's

DUTIES

license Knowledge of Quality Assurance, Ideal Clinic, clinic accreditation process and national Core Standards for Health Establishment. Good communication and presentation skills.

: The incumbent is needed to plan, implement, evaluate, maintain control and coordinate quality assurance in the southern sub-District. Prepare for and partake Peer Review evaluations. -Monitor the availability and equitable distribution of essential equipment in all facilities. Establish and sustain a quality assurance task team for the district to drive innovative and to plan strategies to improve the quality of Health Care Services E.g. Ideal clinic and national core standards. Monitor the availability of Policies and guidelines for the PHC programmes 100% of health facilities. Plan and facilitate the implementation of In-dept Programme review workshop. Implementation of an effective and functional complaints system and monitor corrective strategies. Monitoring of client satisfaction routinely monitor adverse events and implement client satisfaction questionnaire. Champion the conducting of client survey. Advocate for the rights of client in the Health Care System. Participate in multi-disciplinary Quality Assurance Task Team of various levels. Assist clinics and CHC with the implementation of Batho Pele Principles. Utilize Quality Assurance and Risk Management Strategies to create and maintain a safe environment for health delivery, Ensure timeous submission of patient safety incidence reports. Manage submissions for Khanyisa Awards. Provide ongoing feedback to top management. Address shortcomings and ensure timeous intervention of noncompliance to the set standards. Generates reports and maintain records of quality assessment.

ENQUIRIES

: Ms G.S Mateza Tel No: (011) 565-5160

APPLICATIONS

: 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

: 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. 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 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

: 24 August 2023

POST 27/129

: **PROFESSIONAL NURSE (ADVANCED MIDWIFERY AND NEONATAL)**
REF NO: EHD2023/08/10
Directorate: Primary Health Care

SALARY

: Grade 1 – Grade 2: R431 265 – R645 720 per annum, (plus benefits)

CENTRE

: Ekurhuleni Health District (ESDR)

REQUIREMENTS

: 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 : Ms N.M Xaba Tel No: (011) 737 - 9746
APPLICATIONS : 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 : 24 August 2023

POST 27/130 : **PROFESSIONAL NURSE (SPECIALTY NURSING) GRADE 1 – GRADE 2 (QUALITY ASSURANCE) REF NO: EHD2023/08/11**
Directorate: Primary Health Care

SALARY : Grade 1 – Grade 2: R431 265 – R645 720 per annum, (plus benefits)
CENTRE : Ekurhuleni Health District (Kwa – Thema CHC)
REQUIREMENTS : Grade 12 with Basic qualification accredited with the South African Nursing Council in terms of Government Notice R.425 (Diploma / Degree) or equivalent 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 R.48 and R.212 (Clinical Nursing Science, Health Assessment, Treatment and Care or Advanced Midwifery and Neonatal Science). A minimum of 4 years appropriate /recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Registration certificate with SANC as a Professional Nurse. Computer literacy is recommended.

DUTIES : The incumbent is needed to plan, implement, evaluate, maintain control and coordinate quality assurance in the facility. Prepare and partake peer review evaluation. Implementation of Ideal Clinic, OHSC, occupational Health and Safety policy, complaints /compliments and suggestion guidelines and monitoring of compliance. Implementation of patient safety incidents guidelines, infection prevention and control guidelines/policies. Implementation and monitoring of Health Care Waste compliance. Formulation and implementation of quality improvement plans. Hold quality assurance meeting in the facility and attend district and other levels as expected. Write quality assurance reports and submit to the next level as expected. Participate in multidisciplinary quality assurance teams. Advocate for rights of the clients in the facility and promote Batho- Pele principles. conduct client satisfaction survey and monitor routinely for compliance. Liaise with sub district quality assurance coordinator. In service training to all staff on quality assurance issues.

ENQUIRIES : Ms T. Moeketsi at 083 956 3878
APPLICATIONS : 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 consideration. No S&T claims and resettlement allowance will be paid.

CLOSING DATE

: 24 August 2023

POST 27/131

: **PROFESSIONAL NURSE (ADVANCED PSYCHIATRY NURSING SCIENCE)**
REF NO: EHD2023/08/12
 Directorate: Mental Health

SALARY CENTRE REQUIREMENTS

: Grade 1 – Grade 2: R431 265 – R645 720 per annum, (plus benefits)
 : Ekurhuleni Health District
 : Grade 12 with Basic qualification accredited with the South African Nursing Council in terms of Government Notice R.425 (Diploma/Degree in Nursing) as a Professional Nurse or equivalent qualification that allows registration with SANC as a Professional. Post Basic Nursing Qualification with a duration of at least 1 year accredited with the SANC in terms of Government Notice R.212 in the relevant specialty (Post- Basic Psychiatry Nursing Science). Registration certificate with SANC as a Professional Nurse. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Knowledge of mental health legislations and related legal and ethical practices, Gauteng Province Mental Health Strategy and Action Plan 2019- 2023, Norms and Standards for Licensing of Residential and/or Day Care Facilities for Persons with Mental Illness or Profound Intellectual Disability, Computer literate and Driver's License is essential, PFMA and Public Service Act and Regulations. Good communication, interpersonal, financial, and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytical thinking, independent decision making and problem-solving skills. Able to plan and organize own work.

DUTIES

: Train and support the NGOs in ensuring the provision of quality nursing care as directed by the NGO's Licensing standards, guidelines, and protocols. Manage the licensing of NGOs in accordance to current guidelines. Support, monitor and evaluate Mental Health NGOs' activities and programmes for compliance. Participate in the auditing of Substance Abuse treatment centres. Lead MDT members and make relevant decision in matters concerning patient care and Mental Health NGOs. Effective utilization of the NGCT human, material, and financial resources. Participation in training and mental health related research. Establish and maintain constructive working relationship with key stakeholders. Maintain professional growth/ethical standards and development of self and coworkers. Develop and submit reports and statistics as required. Participate in mental health promotion and prevention activities. Perform any other duties delegated by Supervisor.

ENQUIRIES APPLICATIONS

: Mr T Moeketsi Tel No: (011) 876 1717
 : 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 consideration. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 24 August 2023

POST 27/132 : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: EHD2023/08/13**
Directorate: Primary Health Care

SALARY CENTRE REQUIREMENTS : Grade 1 – Grade 2: R431 265 – R645 720 per annum, (plus benefits)
: Ekurhuleni Health District (ESDR)
: Grade 12 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 R48 in the relevant specialty (Clinical Nursing Science, Health Assessment, Treatment and Care). A minimum of 4 years 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.

ENQUIRIES APPLICATIONS : Ms N.M Xaba Tel No: (011) 737 - 9746
: 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 consideration. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 24 August 2023

POST 27/133 : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: EHD2023/08/14**
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 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 R48 in the relevant specialty (Clinical Nursing Science, Health Assessment, Treatment and Care). A minimum of 4 years 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.
<u>ENQUIRIES</u>	:	Ms P.T Mngomezulu at 082 412 2483
<u>APPLICATIONS</u>	:	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.
<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 . 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.
<u>CLOSING DATE</u>	:	24 August 2023
<u>POST 27/134</u>	:	<u>PROFESSIONAL NURSE SPECIALTY GRADE 1 REF NO: REFS/TMH/2023/07/05 (X1 POST)</u> Directorate: Nursing
<u>SALARY</u>	:	R431 265 – R497 193 per annum, plus benefits
<u>CENTRE</u>	:	Tambo Memorial Hospital
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post-basic nursing qualification in Operating Theatre, with duration of at least 1 year, accredited with SANC in terms of Government Notice No. R212 in the specialty. A minimum of 4 years appropriate / recognizable experience in Nursing, after registration as a Professional Nurse with the SANC in General Nursing. At least 2 years' experience working in the specific department with duration of at least 1 year Post-basic qualification in above mentioned specialty. Understanding of National Core Standards, able to work under pressure.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional legal frame work. Effective utilization of resources. Participation in training and research. Provision of support to nursing service. Maintain professional growth / ethical standards and self-development. Work as part of multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Adherence to quality assurance standards.
<u>ENQUIRIES</u>	:	Ms. T.M Mbangula Tel No: (011) 898 8000
<u>APPLICATIONS</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 be filled on 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; and copies of ID and qualifications. Only the shortlisted candidates will be required to submit certified copies of qualifications and Identity document on or before interviews. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons in possession of foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA). 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>	:	21 August 2023, Time: 12H00

<u>POST 27/135</u>	:	<u>PROFESSIONAL NURSE SPECIALTY GRADE 1 REF NO: REFS/TMH/2023/07/06 (X1 POST)</u> Directorate: Nursing
<u>SALARY CENTRE REQUIREMENTS</u>	:	R431 265 – R497 193 per annum, plus benefits Tambo Memorial Hospital Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post-basic nursing qualification in Psychiatric Nursing Science, with duration of at least 1 year, accredited with SANC in terms of Government Notice No. R212 in the specialty. A minimum of 4 years appropriate / recognizable experience in Nursing, after registration as a Professional Nurse with the SANC in General Nursing. At least 2 years' experience working in the specific department with duration of at least 1 year Post-basic qualification in above mentioned specialty. Understanding of National Core Standards, able to work under pressure.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing service. Maintain professional growth / ethical standards and self-development. Work as part of multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Adherence to quality assurance standards.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. S.S Ndlovu. Tel No: (011) 898 8000 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 be filled on 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; and copies of ID and qualifications. Only the shortlisted candidates will be required to submit certified copies of qualifications and Identity document on or before interviews. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Persons in possession of foreign qualification must furnish the Department with the evaluation certificate from the South African Qualification Authority (SAQA). 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>	:	21 August 2023, Time: 12H00
<u>POST 27/136</u>	:	<u>ASSISTANT DIRECTOR: FACILITY MANAGEMENT REF NO: PWH/FMU/01/2023</u> Directorate: Facility Management Department
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 - R496 467 per annum, (plus benefits) Pretoria West District Hospital Grade 12. A three-year tertiary qualification in Built Environment, Facilities Management, Property Management/Real Estate or Public Management at NQF level 6. Appropriate relevant experience in Facility Management, Property Management, Project Management. Must have proven five (5) years' experience in Facility Management environment of which three (3) must be at Supervisory level. A valid Driver's license. Knowledge of Occupational Health and Safety Act, Knowledge of PFMA and National Building Regulation. Knowledge of Government Procurement systems in the general built environment, technical knowledge of key functions related to the best practice within the integrated Facilities Management. Knowledge of Supply Chain Management Framework and Government budget procedure Skills. Computer Literacy in MS Package (MS Word, MS Excel, MS Power-point and MS Outlook), Report writing skills, planning and organising, project management skills, leadership skills, problem solving, facilitation skills, effective communication skills. Be patient, understanding, trustworthy, dependable, innovative, hardworking and analytical thinking. Ability to work under pressure, Self-Motivated, and Creative.
<u>DUTIES</u>	:	Overall management of Facility Management Unit (FMU) which includes capital and day to day maintenance of the hospital. Liaison with both resident and external Department of Infrastructure Development (DID). Keep track of all maintenance projects and processes which includes preparation of the sectional procurement plans, budget inputs and management of related

registers. Manage day to day maintenance through monitoring of call registers, updating it at predetermined intervals and report such to the CEO. Conduct spontaneous checks on infrastructure status. Management of FMU budget utilization which includes procurement of goods and services, stock control and capital and day to day expenditure registers. Communicate and liaise with resident DID inspectors and external DID staff in matters relating to infrastructure maintenance and development. Ensure the implementation of all FMU practices, guidelines and policies. Responsible for the implementation of Occupational Health and Safety Act. Participate in the development, monitoring and review of operational plans of the unit. Manage staff development and performance (PDMS) against departmental and hospital objectives in line with Strategic, Operational and Turnaround plans. Compile and submit prescribed monthly, quarterly and annual reports. Responsible for management and the administration of External Cleaning, maintenance of hospital Flats, Garden and grounds, Waste Management, Horticulture services, Property Caretakers and Housekeepers. Perform any other duties delegated by Supervisor.

- ENQUIRIES** : Mr I Raseroka Tel No: (012) 380 1227
- APPLICATIONS** : All Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form accompanied by a CV highlighting or stating the requirements mentioned above. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Shortlisted candidates will be required to bring certified copies of all qualifications and Id. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- CLOSING DATE** : 21 August 2023
- POST 27/137** : **PODIATRIST GRADE 1 – GRADE 3 REF NO: EHD2023/08/15**
Directorate: Therapeutic Services
- SALARY** : Grade 1 – Grade 3: R359 622 – R595 251 per annum, (plus benefits)
- CENTRE** : Ekurhuleni Health District (Daveyton Main CDC)
- REQUIREMENTS** : Grade 12 with Appropriate Qualifications (degree) that allows for the required registration with the health profession council of SA (HPCSA) in the in the relevant profession as a Podiatrist. **Grade 1:** No experienced is required after registration with HPCSA as a podiatrist. **Grade 2:** A minimum of 10 relevant experience after registration with HPCSA as a podiatrist. **Grade 3:** 20 years and more relevant experience after registration with HPCSA as a podiatrist. Knowledge in community-based Rehabilitation (CBR) and Primary Health care services. Valid drivers' licence is essential. A sound knowledge of clinical theory, practice and ethics relating to the delivery of podiatry services within a clinic setting. Good communication skills (verbal and written). Ability to work in a multidisciplinary team.
- DUTIES** : Suitable candidate will be expected to render effective patient centred Podiatrist services in a clinic and community setting in adherence to the scope of practice and health protocols. Provide community base services with focus on health promotion, prevention, curative and community intervention. Compilation of daily and monthly reports using the available departmental tool. Relieve as and when the need arises, and to work closely with multidisciplinary team members. Carry out delegated duties by supervisor or manager.

Participating in student training and supervision. Implement and maintain quality assurance, National core standards, Ideal clinic and norms at facility level. Adhere to provincial, district and clinic policies, procedures, guidelines and regulations. Assist with budget control and asset management. Contribute and participate in continuous professional development activities, colleagues and the multidisciplinary team members. Participate in research projects of the district. Communicate effectively with effectively with all stakeholders with all consumables and equipment.

**ENQUIRIES
APPLICATIONS**

: Ms A.E Tshivhase / Mr G. Mavimbela Tel No: (011) 876 – 1776
: 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
: No S&T claims and resettlement allowance will be paid. 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.

CLOSING DATE

: 24 August 2023

POST 27/138

: **PHYSIOTHERAPIST GRADE 1 – GRADE 3 REF NO: EHD2023/08/16**
Directorate: Therapeutic Services

**SALARY
CENTRE
REQUIREMENTS**

: Grade 1 – Grade 3: R359 622 – R595 251 per annum, (plus benefits)
: Ekurhuleni Health District (Nokuthela Ngwenya CHC)
: Grade 12 with Appropriate Qualifications (degree) that allows for the required registration with the health profession council of SA (HPCSA) in the in the relevant profession as a Physiotherapist. Knowledge in community-based Rehabilitation (CBR) and Primary Health Care Services. A valid drivers' license is essential. A sound knowledge of clinical theory, practice and ethics relating to the delivery of Physiotherapy services within a clinic setting. Good communication skills (verbal and written). Ability to work in a multidisciplinary team.

DUTIES

: Suitable candidate will be expected to render effective patient centred Physiotherapy services in a clinic and community setting in adherence to the scope of practice and health protocols. Provide community base services with focus on health promotion, prevention, curative and community intervention. Compilation of daily and monthly reports using the available departmental tool. Relieve as and when the need arises, and to work closely with multidisciplinary team members. Carry out delegated duties by supervisor or manager. Participating in student training and supervision. Implement and maintain quality assurance, National core standards, Ideal clinic and norms at facility level. Adhere to provincial, district and clinic policies, procedures, guidelines and regulations. Assist with budget control and asset management. Contribute and participate in continuous professional development activities, colleagues and the multidisciplinary team members. Participate in research projects of the district. Communicate effectively with effectively with all stakeholders with all consumables and equipment.

**ENQUIRIES
APPLICATIONS**

: Ms A.E Tshivhase / Mr G. Mavimbela Tel No: (011) 876 – 1776
: 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. 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

: 24 August 2023

POST 27/139

: **OCCUPATIONAL THERAPIST GRADE 1 – GRADE 3 REF NO: EHD2023/08/17**
Directorate: Therapeutic Services

SALARY
CENTRE
REQUIREMENTS

: Grade 1 – Grade 3: R359 622 – R595 251 per annum, (plus benefits)
: Ekurhuleni Health District (Bertha Gxowa Rehab)
: Grade 12 with Appropriate Qualifications (degree) that allows for the required registration with the health profession council of SA (HPCSA) in the in the relevant profession as an Occupational Therapist. Knowledge in community-based Rehabilitation (CBR) and Primary Health Care Services. Valid drivers' licence is essential. A sound knowledge of clinical theory, practice and ethics relating to the delivery of Occupational Therapy services within a clinic setting. Good communication skills (verbal and written). Ability to work in a multidisciplinary team.

DUTIES

: Suitable candidate will be expected to render effective patient centred Occupational Therapy services in a clinic and community setting in adherence to the scope of practice and health protocols. Provide community base services with focus on health promotion, prevention, curative and community intervention. Compilation of daily and monthly reports using the available departmental tool. Relieve as and when the need arises, and to work closely with multidisciplinary team members. Carry out delegated duties by supervisor or manager. Participating in student training and supervision. Implement and maintain quality assurance, National core standards, Ideal clinic and norms at facility level. Adhere to provincial, district and clinic policies, procedures, guidelines and regulations. Assist with budget control and asset management. Contribute and participate in continuous professional development activities, colleagues and multidisciplinary team members. Participate in research projects of the district. Communicate effectively with effectively with all stakeholders with all consumables and equipment.

ENQUIRIES
APPLICATIONS

: Ms A.E Tshivhase / Mr G. Mavimbela Tel No: (011) 876 – 1776
: 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. 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

: 24 August 2023

POST 27/140

: **NUTRITIONIST GRADE 1- GRADE 3 REF NO: EHD2023/08/18 (X2 POSTS)**

Directorate: Health Programmes

Re-advertisement, This post is a re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY

: Grade 1 – Grade 3: R359 622 – R595 251 per annum, (plus benefits)

CENTRE

: Ekurhuleni Health District

REQUIREMENT

: Grade 12 with appropriate qualification(degree) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as a Nutritionist. A minimum of two years appropriate experience in community nutrition services Knowledge and experience in nutrition and implementation of community-based nutrition part of INP. Comprehensive understanding of policies and legislation relevant to nutrition (local, national and international). Good communication skills (verbal and written), good interpersonal skills. Ability to work in a team, in a changing environment and under pressure. Good financial management skills and knowledge of PFMA. A valid driver's license and Computer literacy is essential.

DUTIES

: Promote good health through community-based nutrition interventions. Provide technical support and training for the successful implementation of community-based nutrition part of Integrated Nutrition Programme (INP). Provide nutrition support to the old age homes. Participate in the funding process of the ECDs (information sessions, verifications, adjudications, signing of contracts, training of ECDs practitioners, monitoring of ECDs including menu planning for the ECDs) and other ECDs related nutrition interventions in your subdistrict and other allocated areas (subdistricts). Do baseline assessment in the ECDs which includes weighing of children, height measurement, MUAC and administration of Vitamin A (in your subdistrict and other allocated areas (subdistricts). Participate in community awareness campaigns. Implement and monitor nutrition related policies, protocols and guidelines. Monitor nutrition indicators in the Subdistrict and facilities and produce written quality reports. Order and maintain adequate supplies of nutrition stock for SFS & HAST and ensure effective stock control measures. Ensure sustainability of MBFI status in the facilities and produce written quality monitoring reports. Participate in planning, implementation, monitoring and evaluation of the programme according to prescribed policies, protocols and guidelines. Execute any other duties allocated by the immediate Supervisor or Manager.

ENQUIRIES

: Ms. TW Sibanyoni Tel No: (011) 876 1808

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. 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

: 24 August 2023

- POST 27/141** : **SOCIAL WORKER GRADE 1 REF NO: EHD2023/08/19**
Directorate: Therapeutic Services
- SALARY** : R294 411 – R338 712 per annum, (plus benefits)
CENTRE : Ekurhuleni Health District
REQUIREMENTS : Grade 12 with Bachelor's degree qualification in Social Work. Grade 1, less than 10 years relevant experience after registration with (SACSSP). A valid driver's license is essential. Computer literacy, good communication skills, interpersonal skills, problem-solving skills. Experience in working in community-based rehabilitation will be an added advantage. Knowledge in relevant policies, protocols and guidelines. Public service Act, regulations and Batho Pele principle. Must be proactive, innovative, self-motivated, goal oriented, solution-oriented and independent team player.
- DUTIES** : To render social work services with regard to care, support, protection and development of individuals, groups, families and communities through relevant programs. To render social work services in the district that complies with the standard and norms as indicated by health policies. To provide community based social work with focus on health promotion, prevention and community work. To be willing to do outreach programs in the community. To compile monthly reports, statistic and other administrative work for social work services. Implement and contribute to proper utilization of allocated financial and physical resources. Implement quality assurance policy and develop appropriate quality improvement plan for social work services. To attend staff meetings, social work forums.
- ENQUIRIES** : Ms A. Tshivhase/Mr G. Mavimbela Tel No: (011) 876-1776
APPLICATIONS : 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 consideration. No S&T claims and resettlement allowance will be paid.
- CLOSING DATE** : 24 August 2023
- POST 27/142** : **HEALTH INFORMATION OFICER REF NO: EHD2023/08/20**
Directorate: Primary Health Care
- SALARY** : R294 321 - R343 815 per annum, (plus benefits)
CENTRE : Ekurhuleni Health District (SSDR)
REQUIREMENTS : Grade 12 Certificate with Diploma or Degree in Public Administration with minimum of 3 years' experience or Grade 12 with 5 years' experience in health information in Public Sector. Evidence of data management certificate (DHMIS, TIER.NET ,HPRS and SAP). Computer literacy and driver's license is essential. Recommendations - Advanced computer literacy. Analytical and research skills. Good communication skills (written and verbal). Extensive experience in Health Information Systems. Experience in public-sector information and technology management will be an added advantage. Ability to work under pressure. Skills transfer and team orientated.
- DUTIES** : Support and maintenance of all data bases in the health information sub-district office such as WebDHIS, Tier.net and HPRS. Ensure that data processes at all levels are adhered to according to the DMHIS. policy. Facilitate/coordinate development, implementation, integration and quality improvement of information system to monitor all data and programme related policies. Produce and generate reports as requested. Manage sub-district data

capturers. Support facility staff with Health information related issues. Do facility audits. Facilitate training pertaining to Health Information and Monitoring & Evaluation. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES : Ms P.T Mngomezulu at 082 412 2483
APPLICATIONS : 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 : Human Resource Manager
NOTE : No S&T claims and resettlement allowance will be paid. 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.

CLOSING DATE : 24 August 2023

POST 27/143 : **ADMINISTRATIVE OFFICER (SCM) REF NO: EHD2023/08/21**
Directorate: Logistics
Re-Advertisement

SALARY : R294 321 - R343 815.per annum, (plus benefits)
CENTRE : Ekurhuleni Health District (NSDR)
REQUIREMENTS : Grade 12 Certificate with Diploma or Degree in Logistics/ Supply Chain Management or equivalent with a minimum of 3 years' experience or Grade 12 with Five (5) years appropriate experience in Supply Chain Management or Logistics (Demand, Acquisition, Contract and Warehouse Management). Knowledge and understanding of SRM, PAS, SAP, and P-Card systems. Knowledge and understanding of Centralized Supplier Database, (CSD). Knowledge and understanding of SCM prescripts, PFMA, PPPFA, BBBEE Act, National Treasury Regulations, Employment Equity Act, Labour Relations Act. Good Communication (verbal and writing skills), Report Writing, Presentation, Financial Management Analysis, Planning, Organizing and Interpersonal Skills. Ability to work independently and under pressure. Driver's license and computer literacy is essential.

DUTIES : Render administrative support in issues pertaining to SCM for the Sub- District. Assist Managers by compiling the submissions correctly. Oversee the management of the Warehouse. Coordinate the Stocktaking thereof. Compile monthly stock recon. Coordinate and consolidate the Demand Plan for the Sub-District. Check the requisitions against Demand Plan before any commitment. Source suppliers on CSD on rotational basis and ensure compliance to SCM prescripts. Monitor the creation of Purchase Orders. Monitor the receiving of goods and services according to the Purchase Order. Management of contracts and avoid deviation. Render Secretarial functions to the Bid Specification Committee. Train End Users on any new developments within SCM. Preparation of reports for the Sub- District Manager, Facility Managers as well as the Supply Chain Manager. Deal with any discrepancies that might arise at your era of responsibility (Sub- District). Management of Human Resources. Perform all other duties that are delegated by the supervisor/manager.

ENQUIRIES : Ms G.S Mateza Tel No: (011) 565 – 5163
APPLICATIONS : 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 : Human Resource Manager

NOTE : This post is a re-advertisement, applicants who applied previously are encouraged to re-apply. No S&T claims and resettlement allowance will be paid. 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 disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 24 August 2023

POST 27/144 : **ADMINISTRATIVE OFFICER REF NO: EHD2023/08/22**
Directorate: Primary Health Care

SALARY CENTRE REQUIREMENTS : R294 321 - R343 815 per annum, (plus benefits)
: Ekurhuleni Health District (ESDR)
: Grade 12 Certificate or equivalent qualification with minimum of 5 years' experience in patients' administration or National diploma/degree in public administration/ Office administration/ Public management with 3 years' experience in patients' administration. Must have knowledge in records management, have good communication skills. DHMIS Certificate will be an added advantage. Driver's license and computer literacy is essential.

DUTIES : Overall management of the office administration function. Provide secretarial/ receptionist support services to the Sub-District PHC Office. Make sure all trip authorities are completed on time. Compile, consolidate, and allocate weekly, monthly, and quarterly reports as per request, Compliance to Batho -Pele principles and customer care practice. Take minutes during the meetings and compile minutes file. Coordinate logistical arrangements for meetings when required. Consolidate the reports for the Sub-District PHC office. Managing the office diary and arranging appointments. Receiving visitors and documents management. Liaise with relevant stakeholders. Assist with relevant procurement of goods and services. Handle and maintain office records. Management of the Sub-district manager to do list. Photocopying, binding, and scanning of documents. Keep abreast of the processes and procedures that apply in the office of the Sub-District manager.

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. 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.
<u>CLOSING DATE</u>	:	24 August 2023
<u>POST 27/145</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: EHD2023/08/23</u> Directorate: Primary Health Care Re-Advertisement, This post is a re-advertisement, applicants who applied previously are encouraged to re-apply.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 - R343 815 per annum, (plus benefits) Ekurhuleni Health District (Ethafeni CHC) Grade 12 Certificate or equivalent qualification with minimum of 5 years' experience in patients' administration or National diploma/degree in public administration/ Office administration/ Public management with 3 years' experience in patients' administration. Must have knowledge in records management, have good communication skills. DHMIS Certificate will be an added advantage. Driver's license and computer literacy is essential.
<u>DUTIES</u>	:	Perform administrative duties, relating to client's records. Planning and organizing operations of the junior administration clerks and data capturers. Management of waiting time. Compliance to ideal clinic and national core standard. Provide secretarial services in the facility. Implement and monitor booking system, retrieval of files, file flow and HPRS system. Order and monitor stock ensuring availability of stationery and other consumables in the facility. Write memos, letters and any other documents as requested by the Supervisor. Manage and support patients and staff services in the facility. Perform all other duties as delegated by the Supervisor/Manager.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr T. Matlou at 066 582 5332 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.
<u>FOR ATTENTION NOTE</u>	:	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. 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.
<u>CLOSING DATE</u>	:	24 August 2023
<u>POST 27/146</u>	:	<u>PROFESSIONAL NURSE (GENERAL NURSING) GRADE 1 – GRADE 3 C. T.O.P REF NO: EHD2023/08/24</u> Directorate: Primary Health Care
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 1 – Grade 3: R293 670 – R543 969 per annum, (plus benefits) Ekurhuleni Health District (Esangweni CHC) Grade 12 with Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (Diploma / Degree) in nursing as a Professional Nurse. Certificate in Termination of Pregnancy. Driver's license is essential and computer knowledge. CTOP will be an added advantage.
<u>DUTIES</u>	:	Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standard as determined by the relevant health facility. Perform safe termination of pregnancies, the management of Incomplete abortions and other related reproductive health matters. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate effective

communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to endure good nursing care. Work effectively. co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Willing to work shifts including night duty. Offer comprehensive clinical care and support to clients with pregnancy planning and sexual reproductive health and rights (SRHR). Give health education on reproductive health services for all women on request.

ENQUIRIES : Ms T.T Zamisa Tel No: (011) 565 - 5160
APPLICATIONS : 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 consideration. No S&T claims and resettlement allowance will be paid.

CLOSING DATE : 24 August 2023

POST 27/147 : **DRIVER REF NO: REFS/TMH/2023/07/07 (X1 POST)**
 Directorate: Transport

SALARY : R171 537 – R199 461 per annum (Level 04), plus benefits
CENTRE : Tambo Memorial Hospital
REQUIREMENTS : A Minimum of Grade 10 or Abet Level 4 with three years driving experience. A valid code 10 (C1) driver's license and valid PDP. Must be able to read and write, be prepared to work shifts (day, night including public holidays and weekends). Have a good customer care attitude. Good communication skills (verbal and written) and be able to work in a team and under pressure. Good knowledge of transport policies and related prescripts. A good understanding of Government fleet will serve as an added advantage.

DUTIES : Execute all authorized transportation trips of patients, staff, documents and other requirements to and from various destination points. Check levels and condition of oil, fuel, tyres and water at all times before driving a vehicle. Report accidents, minor and major defects on the vehicle to the Supervisor immediately. Comply with occupational health and safety acts prescripts and procedures at all times. Attend to enquiries in a professional manner, give guidance and advice when required. Promote proper handling, safekeeping and control of Government vehicles and accessories at all times. Ensure your driver's license and PDP is always valid, in your possession. Keep the state vehicles clean and tidy at all times.

ENQUIRIES : Mr. M.J Majola Tel No: (011) 898 8074
APPLICATIONS : Applications can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459.

NOTES : 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. 21 August 2023, Time: 12H00

CLOSING DATE

:

POST 27/148

:

STAFF NURSE GRADE 1 – GRADE 3 REF NO: EHD2023/08/25 (X5 POSTS)
Directorate: WBPHCOT

SALARY

:

Grade 1 - Grade 3: R199 725 – R337 860 per annum, (plus benefits)

CENTRE

:

Ekurhuleni Health District (SSDR)

REQUIREMENTS

:

Qualifications that allow registration with SANC as an enrolled nurse. Current registration with SANC as an enrolled nurse. Competencies: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, interpersonal skills, elementary writing skills, ability to lead a team and function as part of a team. Experience in WBPHCOT will be an added advantage. Must be prepared to work in the community. Drivers License is essential.

DUTIES

:

Manage and supervise a team of community health workers (CHW) assigned to a health care facility and providing community –based services at ward level. Outreach Team Leader (OTL) will spend 70% of his/her time in the community supporting CHWs when doing home visits and 30% in the facility doing administrative work and assisting in the facility. Organise campaigns to address poor performing indicators of the facility and District. Ensure work allocation to the team and monitor performance (PMDS) of CHWs. Liaise with Ward Councillor with the assistance of the Facility Manager and other community structures with regards to overall activities of CHWs in the community. Coordinate and facilitate training and In-service training for CHWs. Attend meetings, training and give feedback to the team. Compile reports and submit to the Facility Manager. Manage resources allocated to the team.

ENQUIRIES

:

Ms P. Motshela Tel No: (011) 878 - 8550

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

:

24 August 2023

POST 27/149

:

STAFF NURSE GRADE 1 – GRADE 3 REF NO: EHD2023/08/26

Directorate: WBPHCOT

SALARY

:

Grade 1 - Grade 3: R199 725 – R337 860 per annum, (plus benefits)

CENTRE

:

Ekurhuleni Health District (NSDR)

REQUIREMENTS

:

Qualifications that allow registration with SANC as an enrolled nurse. Current registration with SANC as an enrolled nurse. Competencies: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal principles. Basic communication skills, interpersonal skills, elementary writing skills, ability to lead a team and function as part of a team. Experience

- in WBPHCOT will be an added advantage. Must be prepared to work in the community. Drivers License is essential.
- DUTIES** : Manage and supervise a team of community health workers (CHW) assigned to a health care facility and providing community –based services at ward level. Outreach Team Leader (OTL) will spend 70% of his/her time in the community supporting CHWs when doing home visits and 30% in the facility doing administrative work and assisting in the facility. Organise campaigns to address poor performing indicators of the facility and District. Ensure work allocation to the team and monitor performance (PMDS) of CHWs. Liaise with Ward Councillor with the assistance of the Facility Manager and other community structures with regards to overall activities of CHWs in the community. Coordinate and facilitate training and In-service training for CHWs. Attend meetings, training and give feedback to the team. Compile reports and submit to the Facility Manager. Manage resources allocated to the team.
- ENQUIRIES APPLICATIONS** : Ms T.P Tshabalala Tel No: (011) 565 – 5160
- 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** : 24 August 2023
- POST 27/150** : **NURSING ASSISTANT GRADE 1 REF NO: EHD2023/08/27**
Directorate: Clinical Forensic Medical Services
Applicants that previously applied are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R157 761 – R175 728 per annum, (plus benefits)
Bertha Gxowa Care Centre
Qualifications that allows registration with SANC as Enrolled Nursing Assistant. Current registration with SANC as Enrolled Nursing Assistant. 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. Knowledge of HIV prevention strategies and management of patients who experienced gender-based violence. Must be prepared to work shifts including night duty, weekends and public holidays. Grade 1: Less than ten (10) years appropriate experience after registration as a Enrolled Nursing Assistant with the SANC.
- DUTIES** : Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self – development. Maintain hygiene of patients. Provide nutrition. Assist with elimination process. Measure, interpret and record vital signs. Counselling patients who experienced Gender Based Violence. Pre and post counselling including testing for HIV. Operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures. Preparation of patients for diagnostic and surgical procedures. Maintain the code of conduct as required in the Public Service. Perform all other duties delegated by Supervisor/Manager.
- ENQUIRIES APPLICATIONS** : Ms A. Mabunda Tel No: (011) 876 – 1793
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** : 24 August 2023
- POST 27/151** : **CLINICAL PSYCHOLOGIST GRADE 1 – GRADE 3 (SESSION) REF NO: EHD2023/08/29**
Directorate: Human Resource (EHWP)
- SALARY** : Grade 1: R380.00 per hour
Grade 2: R442.00 per hour
Grade 3: R512.00 per hour
- CENTRE REQUIREMENTS** : Ekurhuleni Health District
Grade 12 with appropriate qualification(degree) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession as a Clinical Psychologist. **Grade 1:** Less than 8 years relevant experience as a Clinical Psychologist. **Grade 2:** At least 8 years, but less than 16 years relevant experience as a Clinical Psychologist. **3:** 16 years and more relevant as a Clinical Psychologist. Experience in psychiatry or community mental health will be an added advantage. Annual Practice Certificate. Knowledge of mental health legislations and related legal and ethical practices, PFMA and Public Service Act and Regulations. Good communication, interpersonal, financial and human resource management skills. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. A valid driver's license is essential.
- DUTIES** : Provide psychotherapy or counselling to employees and their dependents for various psychological difficulties. Case management of employees under psychotherapeutic treatment, Establishment an internal/external network of resources (psychiatrists, rehabilitation centers, psychiatric hospital). Alleviate challenges which may impact negatively on job performance and psychological function of employees. Provide emotional containing for employees and families during memorial service. Analyse EHWP environment, trends and provide interpretation of data. Participate in health calendar such as World Aids Day, Cancer Awareness Day, Heritage Day, Mental Health Awareness Day and others, Compile feedback reports on request of stakeholders, i.e. supervisor, management for necessary intervention on employees cases. Develop wellness management programmes and conduct training to meet institution goals. Compile monthly report and submit to the Wellness Manager.
- ENQUIRIES APPLICATIONS** : Mr A.A. Mduyvelwa Tel No: (011) 876 -1721
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 consideration. No S&T claims and resettlement allowance will be paid.

- CLOSING DATE** : 24 August 2023
- POST 27/152** : **PROFESSIONAL NURSE GRADE 1 – GRADE 3 (SESSION) REF NO: EHD2023/08/28**
Directorate: Quality Assurance
Re-Advertisement, Applicants that previously applied are encouraged to re-apply.
- SALARY** : Grade 1: R194.00 per hour
Grade 2: R237.00 per hour
Grade 3: R285.00 per hour
- CENTRE REQUIREMENTS** : Ekurhuleni Health District
Grade 12 certificate with 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 and Midwife. Registration with the SANC as Professional Nurse and current registration.
Grade 1: Less than 10 years relevant experience as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Knowledge of customer care service, Health Care Statutes & health standards, Norms & Standards, Ideal Clinics and Hospitals. Driver's license is essential. Computer literacy is essential. Quality Assurance experience will be an added advantage.
- DUTIES** : Monitoring and evaluation of government hospitals and clinics on the Norms & Standards and Ideal Clinics Realization model. Managing training and retraining of facility staff on new developments related to the Norms & Standards. Preparing health care facilities for audits that will be conducted by the National Department of Health. Carry out inspections/audits and re-inspections. Assisting with the development of policies, standard operating procedures and protocols. Assisting hospitals and clinics with the development and implementation of quality improvement plans. Continuous monitoring and evaluation of the implementation of Quality Improvement plans. Complete inspection reports and recommendations.
- ENQUIRIES APPLICATIONS** : Ms B. Peloagae Tel No: (011) 878- 8548
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** : 24 August 2023