



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 31 OF 2023

DATE ISSUED 01 SEPTEMBER 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](http://www.thensg.gov.za).

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

**OTHER POSTS**

- POST 31/100** : **HEAD OF CLINICAL UNIT EMERGENCY MEDICINE REF NO:  
TMRH/HOU/EM/2023/08/01 (1 POTS)**  
Directorate: Medical Services
- SALARY** : R1 887 363.per annum (All Inclusive)  
**CENTRE** : Thelle Mogoerane Regional Hospital  
**REQUIREMENTS** : Appropriate postgraduate qualification that allows for registration with the HPCSA as Specialist Emergency Physician. A minimum of 3 years appropriate experience as Specialist Emergency Physician after registration with the HPCSA as Medical Specialist in Emergency Medicine. Experience in undergraduate and postgraduate training, including research. Understanding of basic Human Resource matters including labour relations and RWOPS. Understanding of basic Finance matters such as cost drivers and budget allocations. Understanding of basic Supply Chain matters such as developing demand and procurement plans for the unit. Knowledge of legislative prescripts governing public service. Managerial and problem-solving skills. Good communication and supervisory skills. Stress-tolerance and the ability to work in a team.
- DUTIES** : Provide clinical services in the institution. Implement departmental strategic and operational plans for clinical services. Train and supervise undergraduate and postgraduate students and participate in research. Facilitate clinical governance processes within the department, including clinical audits and clinical risk management. Implement measures to minimise wasteful and fruitless expenditure within the department. Generate the annual demand and procurement plans for the department. Oversee the human resource matters of the department such as leave disciplinary issues and employee wellness. Represent the clinical department at administrative, managerial, or clinical committees, meetings, and other events.
- ENQUIRIES** : Dr. D. Mdluli - Clinical Manager. Tel: 011 891 7304  
**APPLICATIONS** : should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475.
- NOTE** : Applications must be submitted on the New Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed on the New Z83 application form. The Department where position was advertised it should state Department of Health (Thelle Mogoerane Regional Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: experience that should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required to submit: certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification will be done. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Candidates

will be expected to be available for selection interviews on the date, time and place determined by the Department. TMRH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply. Please Note: The Public Service does not charge any fees for applying for posts.

- CLOSING DATE** : 15 September 2023
- POST 31/101** : **HEAD OF CLINICAL UNIT INTERNAL MEDICINE REF NO: TMRH/HOU/IM/2023/08/02 (1 POST)**  
Directorate: Medical Services
- SALARY** : R1 887 363.per annum (All Inclusive)
- CENTRE** : Thelle Mogoerane Regional Hospital
- REQUIREMENTS** : Appropriate postgraduate qualification that allows for registration with the HPCSA as Specialist Physician. A minimum of 3 years appropriate experience as Specialist Physician after registration with the HPCSA as Medical Specialist in Internal Medicine. Experience in undergraduate and postgraduate training, including research. Understanding of basic Human Resource matters including labour relations and RWOPS. Understanding of basic Finance matters such as cost drivers and budget allocations. Understanding of basic Supply Chain matters such as developing demand and procurement plans for the unit. Knowledge of legislative prescripts governing public service. Managerial and problem-solving skills. Good communication and supervisory skills. Stress-tolerance and the ability to work in a team.
- DUTIES** : Provide clinical services in the institution. Implement departmental strategic and operational plans for clinical services. Train and supervise undergraduate and postgraduate students and participate in research. Facilitate clinical governance processes within the department, including clinical audits and clinical risk management. Implement measures to minimise wasteful and fruitless expenditure within the department. Generate the annual demand and procurement plans for the department. Oversee the human resource matters of the department such as leave disciplinary issues and employee wellness. Represent the clinical department at administrative, managerial, or clinical committees, meetings, and other events.
- ENQUIRIES** : Dr KKR Mathosa - Clinical Manager. Tel: 011 891 7307: and Dr. D. Mdluli - Clinical Manager. Tel: 011 891 7304
- APPLICATIONS** : should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475.
- NOTE** : Applications must be submitted on the New Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed on the New Z83 application form. The Department where position was advertised it should state Department of Health (Thelle Mogoerane Regional Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: experience that should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required to submit: certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification will be done. If you have not been contacted within three (3) months

after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. TMRH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply. Please Note: The Public Service does not charge any fees for applying for posts.

- CLOSING DATE** : 15 September 2023
- POST 31/102** : **MEDICAL OFFICER GRADE 1-3**  
Directorate: Medical
- SALARY CENTRE REQUIREMENTS** : R906 540 – R975 738 per annum (All-inclusive package)  
Tara the H. Moross Centre, Sandton  
Appropriate qualification which allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with HPCSA as an Independent Medical Practitioner. Current registration with HPCSA. An interest in psychiatry and experience in psychiatry will be an advantage. Must be computer literate. Must have good communication skills.
- DUTIES** : Clinical assessment, history taking, mental status examination and physical examination of psychiatry patients. Formulation, development and execution of evidence based and compassionate patient care plans. The application of cost containment measures in service delivery is important. Assessment and management of medical and psychiatric emergencies. Counselling and education of patients and families. Proper clinical record keeping. Prepare referral letters and discharge summaries for all patients. Proper record keeping of all laboratory results. Participation in ward / departmental administrative duties to maintain ward records. Teaching of students. Commitment to highest level of care, ethics, professionalism and punctuality. Expected ability to work within a multi-disciplinary team and to report all conflicts of interest and corruption. Willingness to participate in outreach, academic and research programs at any of the Gauteng Health facilities affiliated to the Department of Psychiatry at the University of Witwatersrand. Medical officers will be expected to perform clinical and overtime duties at any of the Gauteng Department of Health facilities affiliated to the Department of Psychiatry at the University of Witwatersrand.
- ENQUIRIES APPLICATIONS** : [Ronelle.Price-Hughes@gauteng.gov.za](mailto:Ronelle.Price-Hughes@gauteng.gov.za) / Tel No: 011 535 3001  
must be delivered to:- Tara the H. Moross Centre c/o HR Section, 50 Saxon Road Hurlingham 2196, or be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.
- NOTE** : Tara Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed new (effective from 01/01/2021) Z83 (81/971431) form with a comprehensive CV containing at least three (3) contactable references. Certified copies of qualifications (including a matric certificate), registration with HPCSA, proof of current registration with HPCSA, driver's license and identity document to be submitted on request (only when shortlisted). The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority.
- CLOSING DATE** : 15 September 2023
- POST 31/103** : **PSYCHOLOGIST (EMPLOYEE HEALTH AND WELLNESS PROGRAMME)**  
**REF NO: TMRH/PSYCH/2023/08/03 (1 POST)**  
Directorate: Human Resource Management
- SALARY** : Grade 1: R790 077.per annum  
Grade 2: R918 630.per annum

- CENTRE REQUIREMENTS** :
- Grade 3: R1 063 611.per annum (All Inclusive)
  - Thelle Mogoerane Regional Hospital
  - Grade 12 with Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as Psychologist in relevant registration category (e.g. Clinical, Counselling and Research Psychology). **Grade I** Appropriate qualification that allows for registration with HPCSA as Clinical Psychologist. Registration with the HPCSA I. No experience required after registration with the HPCSA. **Grade II** Appropriate qualification that allows for registration with the relevant council/ HPCSA and a minimum of 5 years' appropriate experience. **Grade III** Appropriate qualification that allows for registration with the HPCSA. A minimum of 10 years' appropriate experience. Shortlisted candidates will be required to submit current proof of registration with the Health Professions Council of South Africa as Psychologist in any of the identified registration categories. Shortlisted candidates will be required to submit a valid work permit for Non-South African Citizens. Extensive knowledge of relevant legislation and policies. 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. Relevant experience and courses in the EAP field may be an added advantage. A valid driver's license is essential. Proven ability to operate a computer.
- DUTIES** :
- Management and coordination, planning and implementation of all psychological assessment in the institution. Ensure the rendering of a professional, integrated service by Employee Health and Wellness Programme (EHWP) to employees. Render psycho-diagnostic and psychotherapeutic services and interventions: (e.g. Counselling and Psychotherapy). Designing, managing, and evaluating programmes aimed at alleviating psychological distress or psychiatric conditions. Display a concern for employees. Management of mental health related initiatives. Conduct Organizational Diagnosis and team building initiatives. Take action to improve the mental well-being of employees and interventions to assist them with emotional, personal and work-related problems within the organisation. Manage the development and monitor the implementation of corporate well-being policies and strategies. Advise management on corporate well-being services. Develop wellness management programmes and conduct training to meet institutional goals. Provide direction on conducting of surveys, trends and development of interventions. Manage the development and implementation of Disability, Violence in the workplace, Sexual harassment policies and programmes. Provide direction and manage Diversity, Disability, Sexual harassment and Gender Programmes and Interventions. Market Psychological Services and improving awareness on services offered within the organisation. Assist in Psychometric testing. Participate in health calendar events.
- ENQUIRIES APPLICATIONS** :
- MR. J. Kubheka Tel No: (011) 897 7306:
  - Should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475.
- NOTE** :
- Applications must be submitted on the New Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed on the New Z83 application form. The Department where position was advertised it should state Department of Health (Thelle Mogoerane Regional Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: experience that should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required to submit: certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the

right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification will be done. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. TMRH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply. Please Note: The Public Service does not charge any fees for applying for posts.

- CLOSING DATE** : 15 September 2023
- POST 31/104** : **PNB3 OPERATIONAL MANAGER: SPECIALITY REF NO: SDHS/08/2023 (2 POSTS)**
- SALARY** : R627 474.per annum, (plus benefits)
- CENTRE** : Sedibeng District Health
- REQUIREMENTS** : Basic R425 qualification (Diploma / Degree in nursing) that allows registration with SANC as a Professional Nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in PHC or Advance Midwifery speciality. Diploma OR Degree in Nursing Management/Administration will be an added advantage, will be given priority. Must be Computer literate and have driver's license. Knowledge of Nursing care processes and procedures, nursing strategy, nursing statutes, National Core Standards and other relevant frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act etc. Skills required: Leadership, Organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Interpersonal skills including conflict management and counselling. Insight into the procedures and policies pertaining to Nursing care. Demonstrate an in-depth understanding in nursing legislation and related legal and ethical nursing practises and how this impact on service delivery.
- DUTIES** : Planning, Organising, Leading and Controlling of optimal, holistic primary health care service with set standards within the professional/legal framework. Manage effectively the clinic and utilization of resources. Provision of effective support to nursing services. Maintain professional growth/ ethical standards and self-development. Display a concern for patients by promoting, advocating, facilitating proper treatment/care and ensuring that the facility adheres to Principles of Batho Pele and patient centred approach. Ensure Clinical Nursing Practice by nursing team in accordance with the scope of practice and nursing standards. Knowledge of Labour Relations Act and Disciplinary Code and Procedure. Implement annual performance plan for the health facility. Work collaboratively with the internal and external stakeholders.
- ENQUIRIES** : Ms. D. Pepenene Tel: (016) 950 6267
- APPLICATIONS** : Applications must be submitted to: Sedibeng District Health, Attention Deputy Director Human Resource. Hand Delivery at Johan Heyns, HR Department, 2<sup>nd</sup> Floor and sign in register book 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.
- NOTE** : Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Shortlisted applicants in a possession of a foreign qualification must provide an evaluation certificate from the South African Qualifications Authority (SAQA). Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to

apply. 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.

- CLOSING DATE** : 15 September 2023
- POST 31/105** : **OPERATIONAL MANAGER - GENERAL**  
Directorate: Nursing
- SALARY** : R497 193 – R559 686.per annum (plus benefits)
- CENTRE** : Tara the H. Moross Centre, Sandton
- REQUIREMENTS** : Appropriate Diploma / Degree in Nursing (R425) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A minimum of seven (7) years appropriate / recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. A one-year Post Basic Qualification in Advance Psychiatry which is accredited by SANC will be an added advantage. Good interpersonal, communication and leadership skills. Knowledge of the Mental Health Care Act, Public Sector Regulations, Regulated Norms and Standards and other legislative framework. Computer literacy and valid driver's license
- DUTIES** : The Operational Manager will work day and night shift, weekends, and Public Holidays. Rotate in different Units and drive change for effective and efficient service delivery. Demonstrate basic understanding of Human Resource Policies and Practices through effective implementation of PMDS, Disciplinary Code, Leave Management and Supply Chain Management procedures. Demonstrate effective communication with other health care professionals and supervisors including complex reporting when required. Ensure effective and efficient coordination and integration of quality Nursing care through compliance to Batho Pele Principles, Mental Health Care Act procedures and Quality Assurance standards. Compile monthly reports and other statistical report. Participate in the Hospital Committees, Training, Coaching and mentoring of junior nurses.
- ENQUIRIES** : Mrs. L. Kekana Tel No: (011) 535 3006/3008
- APPLICATIONS** : must be delivered to:- Tara the H. Moross Centre c/o HR Section, 50 Saxon Road Hurlingham 2196, or be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address
- NOTE** : Tara Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed new (effective from 01/01/2021) Z83 (81/971431) form with a comprehensive CV containing at least three (3) contactable references. Certified copies of qualifications (including a matric certificate), registration with HPCSA, proof of current registration with HPCSA, driver's license and identity document to be submitted on request (only when shortlisted). The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority.
- CLOSING DATE** : 15 September 2023
- POST 31/106** : **CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE REF NO: TMRH/CNP/2023/08/06**
- SALARY** : Grade 1: R431 265 per annum  
Grade 2: R528 696 per annum.
- CENTRE** : Thelle Mogoerane Regional Hospital
- REQUIREMENTS** : Basic R425 qualification i.e., Degree/Diploma in I Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse. Current registration with the South African Nursing Council (SANC) as a Professional nurse. Post Basic qualification with the duration of one year in Clinical Nursing Science Health Assessment, Treatment and Care. Registration with South African Nursing Council as a Professional Nurse (PHC). A minimum of four years appropriate/recognizable

nursing experience after registration as Professional Nurse with SANC in General Nursing. **Grade 1:** minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. **Grade 2:** minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing) of which ten (10) years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Post Basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the South African Nursing Council. Knowledge, skills, training, and competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks e.g., Nursing Act, Health Act, Occupational Health, and Safety Act, Patient Rights Charter, Batho Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, etc. Good interpersonal skills, negotiating conflict handling and counselling skills.

**DUTIES**

: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices within a Primary Health Care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a Primary Health Care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. 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).

**ENQUIRIES**  
**APPLICATIONS**

: Ms. MRE Damane Tel No: 011 891 7299:  
: should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475.

**NOTE**

: Applications must be submitted on the New Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed on the New Z83 application form. The Department where position was advertised it should state Department of Health (Thelle Mogoerane Regional Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: experience that should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required to submit: certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification will be done. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. TMRH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department



reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply. Please Note: The Public Service does not charge any fees for applying for posts.

- CLOSING DATE** : 15 September 2023
- POST 31/107** : **PROFESSIONAL NURSE - SPECIALITY GRADE 1 (X 4 POSTS)**  
Directorate: Nursing
- SALARY** : R431 265 – R497 193.per annum (excluding benefits)  
**CENTRE** : Tara the H. Moross Centre, Sandton  
**REQUIREMENTS** : Diploma / Degree in Nursing in terms of R425, or equivalent qualification that allows registration with SANC as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in terms of government notice no R212 in the relevant speciality. A minimum of 4 years appropriate / recognizable experience in nursing after registration as a professional nurse with the SANC in general nursing. At least 1 year (of the 4 years) must be experience in a psychiatric environment.
- DUTIES** : Provision of optimal, holistic mental health nursing care. Participate in training, research, supervision and support of student and junior nurses and must be able to provide more advanced and comprehensive psychiatric skills to junior nursing staff and students. Demonstrating and understanding of nursing legislation and related legal and ethical nursing practice. Ensure and oversee the effective utilization of resources. Ensure the Implementation of the National Regulated Norms and Standards and Ideal Hospital Framework Standards. Participate in other committees as needed in the hospital to strengthen service delivery. Act as shift leader in the unit in the absence of the Unit Manager and ensure compliance to professional and ethical practice.
- ENQUIRIES** : Mrs. D Jones Tel No: (011) 535 3006/3012  
**APPLICATIONS** : must be delivered to:- Tara the H. Moross Centre c/o HR Section, 50 Saxon Road Hurlingham 2196, or be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.
- NOTE** : Tara Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed new (effective from 01/01/2021) Z83 (81/971431) form with a comprehensive CV containing at least three (3) contactable references. Certified copies of qualifications (including a matric certificate), registration with HPCSA, proof of current registration with HPCSA, driver's license and identity document to be submitted on request (only when shortlisted). The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority.
- CLOSING DATE** : 15 September 2023
- POST 31/108** : **ASSISTANT DIRECTOR - EMPLOYEE HEALTH AND WELLNESS PROGRAMME REF NO: TMRH/EHW/2023/08/04**  
Directorate: Human Resources Management
- SALARY** : R424 104 – R508 692 per annum  
**CENTRE** : Thelle Mogoerane Regional Hospital  
**REQUIREMENTS** : Matric, A Degree (NQF level 7) or equivalent qualification in Health or Social or Allied Sciences, Occupational Hygiene / Safety Professionals with minimum of 5 years within Employee Health and Wellness Environment. Registration with the relevant statutory professional body. Must have South African valid drivers' license. Knowledge of the Public Service Act, Public Service Regulations, DPSA EHW Strategic Framework, DPSA HIV/AIDS, TB and STI Policy & Framework, DPSA Health and Productivity Policy, DPSA SHERQ Policy. DPSA Wellness Management Policy, Organizing and project planning, Communication, Computer literacy, Report writing, Counselling, Decisive, Able to work under pressure, Able to work independently, Professional, Strategic, Influential.

**DUTIES**

: Develop, implement, monitor, evaluate and report on employee health and wellness strategies and programmes. Develop and implement the EHW marketing and promotion strategy. Monitoring, evaluation, and reporting to all stakeholders to ensure continuous improvement of the EHWP in the Institution. Oversee the provision of telephonic counselling, problem assessment and psychosocial and socio-economic support to employees facing challenges that hamper employee performance. Manage the identification of safety and health risk trends. Work with all EHWP Professionals in providing Health and Safety, COIDA, HIV & PHC etc services for employees. Develop programmes to address high risk hazards in the workplace. Report monthly on sick leave absenteeism and EHWP indicators. Assist in the reasonable accommodation PROGRAMME FOR employees who present with medical and psychological conditions. Identify and maintain relationships with all relevant stakeholders for effective implementation of the programmes. Develop a EHWP costed OPERATIONAL plan. Drive and report on all Strategic Wellness programmes (Wellness Wednesday, Serve with a smile). Facilitate, and manage healthy lifestyle programmes and Organizational Wellness Programmes. Develop an EHWP Training Programme and Schedule. Ensure continuous professional development for all EHWP Professionals. Advise the CEO on the establishment of an OHS Committee. Establish a EHWP Committee. Provide regular verbal and written report to EXCO. Present quarterly performance report to the hospital extended EXCO.

**ENQUIRIES**

: Mr. J. Kubheka - Tel No: (011) 891 7306:

**APPLICATIONS**

: The Public Service does not charge any fees for applying for posts. Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475.

**NOTE**

: Applications must be submitted on the New Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed on the New Z83 application form. The Department where position was advertised it should state Department of Health (Thelle Mogoerane Regional Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: experience that should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required to submit: certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification will be done. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. TMRH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply. Please Note:

**CLOSING DATE**

: 15 September 2023

**POST 31/109**

: **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: TMRH/HRM/2023/08/05 (X1 POST)**

Directorate: Human Resource Management

**SALARY CENTRE REQUIREMENTS**

: R424 104 – R508 692 per annum, (plus benefits)  
: Thelle Mogoerane Regional Hospital  
: Grade 12 or equivalent. Must have appropriate National Diploma or Degree in Human Resource Management/Public Administration. Minimum five (5) years relevant experience in Human Resource environment (HR generalist) of which 3 years should be on supervisory capacity (level 7/8) as (HR Admin generalist). Experience in a Health environment will be an added advantage. Successful completed PERSAL training course. Knowledge and understanding of Public Service Legislative prescripts that govern Human Resource, Public Service Act, Public Finance Management Act etc, and other prescripts that govern Human Resource Management in the Public Service. Extensive knowledge of Persal system. Computer literacy (MS Word, MS Excel and PowerPoint). Good writing and communication skills, leadership skills, Planning skills, organizing skills, controlling skills, problem solving and communication skills (verbal and written). Presentation skills. Must have the ability to interact with diverse stakeholders. Must have good interpersonal relation. Ability to work under pressure. Good understanding of PSCBC resolutions. Financial management skills. Ability to work under pressure. Adhere to timelines on project. Knowledge of Auditor General processes. Ability to interact at strategic level and implement turn-around strategies. Proven project management skills. Must have knowledge of Quality Assurance in the Public Health and customer care services. Must have a valid Driver's license.

**DUTIES**

: Lead and manage the Human Resource team. Manage recruitment and selection processes, Manage salary administration, Manage all conditions of service and benefits i.e appointments, promotions, transfers, probations, housing allowances, manage leave and staff attendance, overtime, long service recognition, pension, termination of service by providing guidance to subordinates and managers while ensuring compliance to Human Resource legislative framework and prescripts. Approve and quality assure all mandates and transactions related to appointments, terminations, Manage processes regarding Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR). Give guidance, manage and monitor safekeeping of records and personal information. Training and motivation of staff. Administrate discipline and implement grievance procedures. Make-sure that Persal related transaction and mandates forwarded to Gauteng Development of Finance (GDF) are captured correctly. Advice staff accordingly on HR matters Maintain an efficient HR Unit including filing and record management system. Manage and implement proper grade and progression for both the (OSD) and non OSD categories. Attend to all audit queries and implement the recommendations. Training and motivation of staff. Administrate discipline and implement grievance procedures. Management and supervision of staff and activities within the department. Ensure that the unit do weekly and monthly plans, and equally do weekly, monthly and quarterly reports and present to Management. Participate in the management committees and meetings. Management and supervision of staff and activities within the department. Training and motivation of staff. Administer discipline and manage labour related matters including grievance procedures. Direct and management of performance to meet Batho Pele Standards of customer care in all areas within the hospital. Manage and implement ORW, Declaration of Financial Disclosures / e disclosures. Monitor overtime and capturing of the authorization for overtime. Ensure that leaves are correctly and timeously captured on PERSAL. Serve on relevant statutory committees as required. Contribute to the department's planning, budgeting, and procurement processes as well as monitoring and evaluation. Manage and Supervise staff under authority. Management of Performance Management Development System. Reporting of sectional activities and collating of statistics for management analysis. Compilation and updating of reports. Perform other duties as delegated by the supervisor.

**ENQUIRIES APPLICATIONS**

: MR. J. Kubheka Tel No: (011) 897 7306  
: should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475.

**NOTE**

: Applications must be submitted on the New Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed on the New Z83 application form. The Department where position was advertised it should state Department of Health (Thelle Mogoerane Regional

Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: experience that should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required to submit: certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification will be done. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. TMRH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply. Please Note: The Public Service does not charge any fees for applying for posts.

- CLOSING DATE** : 15 September 2023
- POST 31/110** : **ADMINISTRATION OFFICER (RISK) REF NO: TMRH/RISK/2023/08/07 (X1 POST)**  
Directorate: Finance/ Human Resources
- SALARY CENTRE REQUIREMENTS** : R294 321 – R343 815.per annum (plus benefits)  
: Thelle Mogoerane Regional Hospital  
: Grade 12. National Diploma/Degree in internal Auditing, Accounting, or Finance. Minimum 3 years' experience in the relevant field. Knowledge and understanding of the Public Finance Management Act, Public Service Act, Public Finance Management Act etc, and other prescripts that govern Human Resource Management in the Public Service. Treasury Regulations, Treasury Practices Notes, Supply Chain Management. Good understanding of PSCBC resolutions. Knowledge of auditing standards. Computer competency skills (MS Word, MS Excel, MS PowerPoint, and Microsoft outlook). Good Communications skills both written and verbal, and Good Interpersonal relations skills. Ability to work under pressure. Ability to interact at strategic level and implement turn-around strategies. Must have knowledge of Quality Assurance in the Public Health. Knowledge of the Batho Pele Principles. Ability to work under pressure. Excellent interpersonal and organizational skill. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan work accordingly. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature.
- DUTIES** : Coordinate and facilitate the Audit process both External and Internal, Track, update and monitor audit action plans. Draw or update annual Risk Register for the institution. Coordinate compilation of risk register per unit. Scheduling of meetings. Conduct regular internal control assessments in all units. Assist in strengthening risk activities and compliance to prescripts. Conduct and consolidate quarterly key control in all units and report to management. Strengthen the institutional administrative capacity by providing information, guidance, assistance and training on internal Control. Filing and record keeping of all documents for audit purpose Assist management to collate and consolidate documentation in preparation for the Audit Committee Meetings from relevant managers. Assist in development of SOP's where necessary. Be

analytic and innovative in executing tasks as allocated. Ensure compliance with policies and procedures. Loss control. Assist management in reviewing administrative procedures, internal controls throughout the institution, examining all findings and recommendations by the internal Audit and Auditor General relating to Controls and necessary, and intervening to ensure prompt implementation of corrective measures. Provide weekly and monthly reports to Executive Management and Provincial Office. Market all risk activities within the Hospital. Be willing to undergo meetings, continuous training and development programs as approved by Supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Perform other duties as allocated by the supervisor.

**ENQUIRIES  
APPLICATIONS**

: MR. J. Kubheka Tel No: (011) 897 7306  
 : should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475.

**NOTE**

: Applications must be submitted on the New Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed on the New Z83 application form. The Department where position was advertised it should state Department of Health (Thelle Mogoerane Regional Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: experience that should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required to submit: certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification will be done. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. TMRH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply. Please Note: The Public Service does not charge any fees for applying for posts.

**CLOSING DATE**

: 15 September 2023

**POST 31/111**

: **ADMINISTRATION OFFICER (REGISTRY) REF NO: TMRH/REG/2023/08/08  
(1 POST)**  
 Directorate: Administration and Support

**SALARY  
CENTRE  
REQUIREMENTS**

: R294 321 – R343 815.per annum (Level 7) plus benefits  
 : Thelle Mogoerane Regional Hospital  
 : Grade 12 certificate or equivalent. Minimum 3 years' experience in Administration processes. Appropriate formal qualification in Administration will be an added advantage. Must be computer literate. Have good communication, verbal and reporting skills, good planning and organizing skill, have good knowledge of prescripts governing patient administration, PFMA, Treasury regulations, public service Acts, UPFS, Records Management Acts, PAIA and

<b><u>DUTIES</u></b>	:	National core standards. Ability to work under pressure. Be prepared to work shifts including public holidays and weekends.
	:	General management of staff and all activities relevant to patient care in the administration. Manage Registry, Archives, Client Information and Linen Departments according to all relevant Acts, prescripts, and policies. Management of Records in line with Relevant Prescripts, Records Management Acts and PAIA. Ensure maintenance and effective use of equipment. Plan, coordinates and provide effective administrative support for all operational functions. Manage proper booking system. Contract, appraise and train staff in accordance with PMDS. Submit daily and monthly reports to management. Attend to grievances, complains, conflicts and queries in the department and apply disciplinary measures where necessary. Perform any other duties delegated by the supervisor.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	MR. P.B. Ntuli Tel No: (011) 897 7310.
	:	should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475.
<b><u>NOTE</u></b>	:	Applications must be submitted on the New Z83 form. The application form is obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed on the New Z83 application form. The Department where position was advertised it should state Department of Health (Thelle Mogoerane Regional Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: experience that should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required to submit: certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification will be done. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. TMRH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply. Please Note: The Public Service does not charge any fees for applying for posts.
<b><u>CLOSING DATE</u></b>	:	15 September 2023
<b><u>POST 31/112</u></b>	:	<b><u>REVENUE FINANCIAL CONTROLLER REF NO: TMRH/RFC/2023/08/09 (1 POST)</u></b> Directorate: Finance Department
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R269 214 plus benefits (Level 7) Thelle Mogoerane Regional Hospital Grade 12) certificate or equivalent. Minimum 3 years' experience revenue management on (level 5 or 6). Appropriate formal qualification in Finance, Accounting will be an added advantage. Computer competency skills (MS Word, MS Excel, MS PowerPoint, and Microsoft outlook). Must have experience in e-Receipting, SAP-HIS, SAP R3 and BAS system. Knowledge understanding PFMA, Treasury regulation, Public Services Act, Report writing

skills, Interpersonal skills, Communication skills, Ability to maintain confidentiality, Team leadership, strategic thinking, must be able to plan, organize and coordinate the activities of the unit, ability to work under pressure and handle conflict, Be creative and innovative. Competencies/ Knowledge/ Skills: Knowledge of the Batho Pele Principles. Knowledge of Labour Relations processes. Conflict management skills. Ability to work under pressure. Excellent interpersonal and organizational skill. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan work accordingly. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Comply with the rotation roster.

**DUTIES** : Ensure that monthly various revenue reconciliations are performed BAS/TPH45, BAS/PARKING, BAS/ACCOMODATION, Annexure F, Debtors Reconciliation, Revenue IYM, Revenue Checklist, Cash Management, Vendor Management, SAP-HIS monitoring of transactions, monitoring of Donations and reports. Effective financial control and monitoring of revenue management. Training of staff on Revenue related matters. Supervision and mentoring of staff in Revenue unit. Attend to auditors and develop and monitor auditor action plan to improve controls and eliminate audit findings. Assist in Risk Register reviews and monthly reports. Evaluate performance of subordinates continuously. Perform any other relevant administrative duties delegated.

**ENQUIRY APPLICATIONS** : Ms. N.S Zungu Tel No: (011) 891 7229  
: should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475. People with disabilities are encouraged to apply.

**NOTE** : Applications must be submitted on the New Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form the Department where position was advertised it should state Department of Health (Thelle Mogoerane Regional Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: experience that should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required to submit: certified copies of qualifications, service certificate, other relevant documents on or before the interview and candidates in possession of a foreign qualification will be required to furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification will be done. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. TMRH reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities are encouraged to apply. Please Note: The Public Service does not charge any fees for applying for posts.

**CLOSING DATE** : 15 September 2023

<b><u>POST 31/113</u></b>	:	<b><u>STAFF NURSE</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	Grade 1: R199 725 – R 222 929.per annum (salary will be in accordance with OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Tara the H. Moross Centre, Sandton Qualification that allows registration with the SANC as Staff Nurse (Enrolled Nurse). A 1-year psychiatric experience will serve as an added advantage. Must possess communication skills, empathy and compassion, time management, medical knowledge, organizational skills. Must know Batho Pele principles and its applicability. Must know and apply six-key ministerial priorities. Must be conversant with National Core Standards. Successful candidates will be subjected to medical surveillance.
<b><u>DUTIES</u></b>	:	perform nursing practice particularly for assessment of psychosocial health needs in line with physiological ones design, implementation and evaluation of care planning with the partnership of client – restoration and promotion of mental health and enhancement of quality of life as client's desire – collaboration with other mental health team members in the care provision. Safeguard Mental Health Care Users (MHCU) from unsafe practice. Ensure patients' rights of dignity, autonomy, privacy, confidentiality and access to information. Maintain a therapeutic environment conducive to mental health rehabilitation. Recognise the factors affecting mental health and the appropriate actions to take for mental health promotion. Identify the health-related needs of clients in different health care settings. Communicate health information and co-ordinate mental health education/promotion activities effectively. Collect and utilise updated evidence and reliable information for planning and improving mental health promotion and education activities. Intervene appropriately to safeguard the interests and well-being of clients. Administer medication to MHCU under the supervision of Registered Nurse. Attend in service trainings and staff meetings as required. Adhere to all facility policies and procedures.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. T. Mohai Tel No: (011) 535 3006 must be delivered to:- Tara the H. Moross Centre c/o HR Section, 50 Saxon Road Hurlingham 2196, or be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.
<b><u>NOTE</u></b>	:	Tara Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed new (effective from 01/01/2021) Z83 (81/971431) form with a comprehensive CV containing at least three (3) contactable references. Certified copies of qualifications (including a matric certificate), registration with HPCSA, proof of current registration with HPCSA, driver's license and identity document to be submitted on request (only when shortlisted). The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority.
<b><u>CLOSING DATE</u></b>	:	15 September 2023
<b><u>POST 31/114</u></b>	:	<b><u>NURSING ASSISTANT</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	:	Grade 1: R157 761 – R 175 728.per annum (salary will be in accordance with OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Tara the H. Moross Centre, Sandton Qualification that allows registration with the SANC as Nursing Assistant (Enrolled Nursing Assistant). A 1-year psychiatric experience will serve as an added advantage. Must possess communication skills, empathy and compassion, time management, medical knowledge, organizational skills. Must know Batho Pele principles and its applicability. Must know and apply six-key ministerial priorities. Must be conversant with National Core Standards. Successful candidates will be subjected to medical surveillance.
<b><u>DUTIES</u></b>	:	Observing patients for signs of physical or emotional distress and reporting concerns to the supervising nurse. Providing basic care such as bathing,



shaving, grooming, and dressing patients. Observing and reporting changes in patient behaviour or body language that may indicate distress or danger to self or others. Escort patients to appointments in hospital or other areas of the facility as needed. Recording vital statistics such as weight, height, blood pressure, pulse rate, and temperature. Communicating with physicians or other health care professionals regarding the patient's progress or setbacks. Observing patients in order to identify problems that may require psychiatric intervention. Providing support and guidance to patients during therapy sessions. Collaborate with other members of the psychiatric nursing team to provide comprehensive care. Attend in service trainings and staff meetings as required. Adhere to all facility policies and procedures.

**ENQUIRIES  
APPLICATIONS**

: Mr. T. Mohai Tel No: (011) 535 3006  
 : must be delivered to:- Tara the H. Moross Centre c/o HR Section, 50 Saxon Road Hurlingham 2196, or be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.

**NOTE**

: Tara Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed new (effective from 01/01/2021) Z83 (81/971431) form with a comprehensive CV containing at least three (3) contactable references. Certified copies of qualifications (including a matric certificate), registration with HPCSA, proof of current registration with HPCSA, driver's license and identity document to be submitted on request (only when shortlisted). The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority.

**CLOSING DATE**

: 15 September 2023

**POST 31/115**

: **PROFESSIONAL NURSE - GENERAL GRADE 1 (X 5 POSTS)**  
 Directorate: Nursing

**SALARY  
CENTRE  
REQUIREMENTS**

: R293 670 – R337 860.per annum (excluding benefits)  
 : Tara the H. Moross Centre, Sandton  
 : Basic R425 qualification i.e. Diploma / Degree in Nursing, or equivalent qualification that allows registration with SANC as a Professional Nurse. An appropriate experience in the psychiatry setting will be serve as an added advantage for psychiatry. Driver's license and computer literacy will be considered as an advantage.

**DUTIES**

: Provision of optimal, holistic knowledge of mental health care in nursing. Provide complex and advance comprehensive care to patients in a psychiatric unit in a cost effective, efficient and equitable manner. To understand the processes, procedures, and other legal framework pertaining to Nursing and Mental Health Care Act. To act as a shift leader when required to do so. To be able to work night duty and public holidays. Good communication skills and writing skills are of importance. Ensure the implementation of the National Regulated Norms and Standards and Batho Pele Principles. Participate in other structures (Committees) of the hospital outside the unit to strengthen service delivery. Maintain own professional growth and ethical standard.

**ENQUIRIES  
APPLICATIONS**

: Mrs. D Jones Tel No: (011) 535 3006/3012  
 : must be delivered to:- Tara the H. Moross Centre c/o HR Section, 50 Saxon Road Hurlingham 2196, or be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.

**NOTE**

: Tara Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. Applications must consist of a fully completed and signed new (effective from 01/01/2021) Z83 (81/971431) form with a comprehensive CV containing at least three (3) contactable references. Certified copies of qualifications (including a matric certificate), registration with HPCSA, proof of current registration with HPCSA, driver's license and identity document to be submitted on request (only when shortlisted). The relevant reference number must be quoted in the application form. In terms of the National Qualification Framework Amendment Act 2019 it

is an offence for any person to falsely or fraudulently claim to hold a qualification. Any person found to be misrepresenting their qualifications, work experience or facts in their CV will be disqualified and reported to the appropriate authority.

- CLOSING DATE** : 15 September 2023
- POST 31/116** : **CLINICAL PROGRAMME COORDINATOR: INFECTION PREVENTION AND CONTROL**  
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R497 193 – R559 686.per annum (excluding benefits)  
: Tara the H. Moross Centre, Sandton  
: Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. An appropriate 1 -year certificate in Infection Control from a recognized university will serve as added advantage. Form part of Quality Assurance unit and assist in Quality Assurance duties. Must be computer literate (MS Word, Excel and PowerPoint). Good communication skills. Knowledge of infection control policies, practice and guidelines. Must have a valid driver's license.
- DUTIES** : Facilitate, coordinate and review National, Provincial and Regional legislation regarding infection control policies and protocols and the monitoring thereof. Implement and maintain an effective hospital infection control surveillance system in alignment with the infection control policies. Monitor utilization of financial and human resources. Promotion of awareness, develop and monitor the implementation of continuous infection control related issues. Develop Infection Prevention and Control Standard Operating Procedures (SOP's) for the institution. Compile monthly, quarterly and annual Infection Prevention and Control reports. Coordinate and monitor the implementation of Best Care Always programme. Undertake/conduct infection surveillance, routine data collection and analysis for management intervention. Ensure that nosocomial infection and outbreaks are investigated and reported. Monitor the availability of protective clothing for patients and staff at all times. Develop an ongoing hand hygiene improvement intervention in the hospital. Establish and implement a system to facilitate early identification and isolation of confirmed and suspected infectious diseases.
- ENQUIRIES APPLICATIONS** : Mrs. D Jones Tel No: (011) 535 3006/3012  
: must be delivered to:- Tara the H. Moross Centre c/o HR Section, 50 Saxon Road Hurlingham 2196, or be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg 2125. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.
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