

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : Applications must be hand delivered or posted to Head Office OR apply online at <https://jobs.gauteng.gov.za/>.
- : Head Office [HO]: Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg, 2001.
- CLOSING DATE** : 01 July 2024
- NOTE** : It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za](http://www.dpsa.gov.za) /documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV is required on hand delivered, posted and online applications. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG) and SMS pre-entry certificate is submitted prior to appointment. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za). Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, emailed and late applications will be considered.

**MANAGEMENT ECHELON**

- POST 21/286** : **CHIEF DIRECTOR: COORDINATION OF CURRICULUM AND IMPLEMENTATION REF NO: REFS/020568**  
Branch: Curriculum Management & Delivery  
(5 Years Fixed Term Contract Performance Based)  
Please note that this is a re-advertisement, candidates who applied previously are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R1 436 022 per annum, (an all-inclusive package)  
: Head Office, Johannesburg  
: An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Education with at least a minimum of 5 years senior management experience within Education environment. Proven management skills in education

		management or equivalent. Knowledge of Public Service Act and Regulations, Public Finance Management Act, SASA, Extensive working knowledge of public sector, particular in Education sphere, Relevant Education Acts and Labour Relations Act. Competencies: Strategic Planning, Computer literacy, Communication Skills, Change Management, Negotiation skills, Report writing skills, Project Management, Good Interpersonal Relations, Problem Solving, Leadership, Facilitation and Consultation, Presentation skills, Financial Management skills, Policy development and Research skills, Innovation and creativity. Valid South African driver's license is essential.
<b><u>DUTIES</u></b>	:	Provide strategic leadership for the planning, target setting, resource allocation and budget allocation for the implementation of training and development programmes of educators and Grade R practitioners; the implementation of curriculum policy in the Foundation, Intermediate, Senior and FET Phases; the management, monitoring and evaluation of curriculum delivery; and Schools of Specialisation. Oversee the management and coordination of all interventions specific to the capacitation of educators, improved learner performance in the GET and FET Bands, and the establishment and support of Schools of Specialisation. Oversee special projects and partnerships which support curriculum delivery and learner performance in the GET and FET Bands and Schools of Specialisation. Oversee provision and sharing of analytical and impact reports on the implementation of the curriculum policy, interventions and projects with internal and external stakeholders. Engage with internal and external stakeholders to ensure the curriculum policy, interventions and projects the effective implementation of curriculum policy, interventions, projects and partnerships. Ensure the effective and efficient management of overall resources within the Chief Directorate in terms of relevant acts and delegations. Ensure the implementation and maintenance of risk management and mitigate risks threatening the attainment of objectives and the optimisation of opportunities that would enhance the Chief Directorate's performance.
<b><u>ENQUIRIES</u></b>	:	Ms Tlaleng Ngubeni Tel No: (011) 843 6544
<b><u>POST 21/287</u></b>	:	<b><u>CHIEF DIRECTOR: SCHOOL MANAGEMENT REF NO: REFS/020579</u></b> Branch: Curriculum Management & Delivery (5 Years Fixed Term Contract Performance Based)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 436 022 per annum, (an all-inclusive package) Head Office, Johannesburg An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Education with at least a minimum of 5 years senior management experience within Education environment. Proven management skills in education management or equivalent. Knowledge of Public Service Act and Regulations, Public Finance Management Act, SASA, Extensive working knowledge of public sector, particular in Education sphere, Relevant Education Acts and Labour Relations Act. Competencies: Strategic Planning, Computer literacy, Communication Skills, Change Management, Negotiation skills, Report writing skills, Project Management, Good Interpersonal Relations, Problem Solving, Leadership, Facilitation and Consultation, Presentation skills, Financial Management skills, Policy development and Research skills, Innovation, and creativity. Valid South African driver's license is essential.
<b><u>DUTIES</u></b>	:	Oversee and manage the coordination of the establishment & effective functioning of governance and management structures in inclusion and special schools. Oversee and manage the development of policy for inclusive education and training system. Oversee and coordinate the development and implementation of education psychology and therapy services. Oversee and manage the coordination of registration & de- registration processes & procedures for Independent Schools and Home Education. Oversee and manage establishment, maintenance and ensure governance and good working relationship with stakeholders. Oversee and manage the coordination of the provision of Early Childhood Development programmes. Oversee and manage the development and coordination of ECD policy frameworks. Oversee and manage the development and implementation of ECD curriculum programmes. Oversee and facilitate the incorporation of Grade R to school and centres. Oversee and facilitate the Pre-grade R programmes. Oversee and manage the coordination of the provision of library and LTSM support services to districts. Oversee and Manage GDE Library and information services. Oversee and manage the provision of effective management of learning, Teaching and support materials. Oversee and promote the provision of public

ordinary schools. Oversee and manage the school administration services. Oversee and manage the learner and learner admission services. Oversee and coordinate the development of school readiness programmes. Ensure the effective and efficient management of overall resources within the Chief Directorate in terms of relevant acts and delegations. Ensure the implementation and maintenance of risk management and mitigate risks threatening the attainment of objectives and the optimisation of opportunities that would enhance the Chief Directorate's performance.

- ENQUIRIES** : Ms Tlaleng Ngubeni Tel No: (011) 843 6544
- POST 21/288** : **DISTRICT DIRECTOR: TSHWANE SOUTH REF NO: REFS/020572**  
Chief Directorate: District Operations Management (Tshwane Region)  
(5 Years Fixed Term Contract Performance Based)
- SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum, (an all-inclusive package)  
Tshwane South District  
: An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Education/ Public Management/Public Administration or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years middle/ senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential.
- DUTIES** : Manage the provision of support to institutions: Ensure proper coordination for all support and activities to and with institutions. Manage the support provided to circuit teams e.g. educations support, learning implementation. Facilitate the HR and Corporate support to district office and circuit teams. Ensure the maintenance of teaching and learning activities in schools within the district. Manage the strategic support direction and planning in the districts: Formulate strategies for efficient support to circuits and institutions. Ensure the implementation, monitoring and evaluation of departmental policies and strategies. Implement corrective intervention plans for districts to ensure effective learning take place in institutions. Manage all resources of the District Office: Supervise and manage sub-ordinates and other participants in the Branch activities. Responsible for the financial management of the component's activities. Plan, organise and control activities pertaining to functions of the districts. Adhere to and promote statutory prescripts and the Code of Conduct for the Public Service. Ensure compliance with National policy frameworks and standards. Report to and participate in all appropriate provincial, departmental and other structures and processes. Compile and take full responsibility for regular reports forwarded to the Chief Directorate: District Operations Management.
- ENQUIRIES** : Ms Winny Radzilani Tel No: (011) 843 6540
- POST 21/289** : **DIRECTOR: INFRASTRUCTURE PLANNING AND PROPERTY MANAGEMENT REF NO: REFS/020580**  
Chief Directorate: Physical Resources Planning and Property Management
- SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum, (an all-inclusive package)  
: Head Office, Johannesburg  
: An appropriate NQF level 7 (Degree in the Built Environment) qualification, with at least a minimum of 5 years middle/ senior management experience. Proven management skills in design and delivery of infrastructure programmes and experience in infrastructure portfolio management. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the infrastructure policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential.
- DUTIES** : Develop and manage strategies, policies, systems, norms/standards and plans related to infrastructure, associated equipment and property management. Manage the physical resources planning framework, prioritisation model(s),

Business Cases and Project Briefs. Interpret and apply norms and standards. Direct infrastructure analysis. Finalise infrastructure planning documents. Direct property management. Manage operations as it pertains to leases, acquiring of land and rates & taxes. Align the core business of the Directorate to the strategic goals and objectives of the Chief Directorate. Manage staff and finances.

**ENQUIRIES** : Ms Winny Radzilani Tel No: (011) 843 6540

## **DEPARTMENT OF HEALTH**

### **OTHER POSTS**

**POST 21/290** : **MEDICAL SPECIALIST GRADE 1 (ANAESTHETIC) REF NO: JUB 07/2024**  
Directorate: Medical Services

**SALARY** : R1 271 901 per annum  
**CENTRE** : Jubilee District Hospital  
**REQUIREMENTS** : A degree (MBChB) FCS (SA) or equivalent, Registration with HPCSA as Medical Specialist in Anaesthetic. Current registration with HPCSA. Appropriate experience as a specialist. Ability to supervise a unit and work in a multidisciplinary team. Knowledge of Public Service and Health Legislation, Policies, procedures and Medical Ethics. Management experience will be an added advantage. Computer Literacy (Ms Word, MS Excel, PowerPoint). Ability to conduct and prepare training and presentations. Good communication and interpersonal Skills. Demonstrate an understanding of Human Resource Management and disciplinary procedures. Team Building and problem – solving skills. Strong leadership skills.

**DUTIES** : The successful candidate will provide administrative and clinical duties at a specialist level. Management of Anaesthesia department and ICU/High care unit at Jubilee District Hospital conducting ward rounds and consultation to other disciplines, supervision, and participation in postgraduate and undergraduate training. Participate in the academic programs of the departments. Participate in CPD programme, Mortality and Morbidity Pharmacy and Therapeutics Committee and other committees in the hospital, Performing regular audits of the department. Liaising with the hospital management and other agencies to ensure the efficient provision of clinical Anaesthetic services in the hospital. Participating in academic and clinical care coordination activities in the hospital cluster and/or the Tshwane district.

**ENQUIRIES** : Dr. Mokwena MJ Tel No: (012) 717 9361  
**APPLICATIONS** : documents must be submitted to Jubilee District Hospital Human Resource Department Private Bag X449, Hammanskraal, 0400 or hand delivered to Stand No. 92 Jubilee Road, Jubilee District Hospital.

**NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General Information: Short-listed candidates must be available for interviews at a date and time determined by Jubilee District Hospital. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

**CLOSING DATE** : 05 July 2024, Time: 15:00

**POST 21/291** : **MEDICAL OFFICER REF NO: REFS/020650 (X2 POSTS)**  
Directorate: Obstetrics and Gynaecology

**SALARY** : R949 146 per annum, (all-inclusive package)  
**CENTRE** : Kalafong Provincial Tertiary Hospital  
**REQUIREMENTS** : MBChB or equivalent qualification. A valid registration with the HPCSA as an Independent Medical Practitioner.

**DUTIES** : Successful candidates will be responsible for the rendering of clinical services, which includes after-hours work (weekdays and weekends). Patient management and full time clinical service provision within the obstetrics

		department. Participation in the department academic program and research activities.
<b><u>ENQUIRIES</u></b>	:	Prof L.C Snyman Tel No: (012) 373 1002
<b><u>APPLICATIONS</u></b>	:	must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.
<b><u>NOTE</u></b>	:	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. Applicant in a possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). 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. It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply.
<b><u>CLOSING DATE</u></b>	:	01 July 2024
<b><u>POST 21/292</u></b>	:	<b><u>MEDICAL OFFICER REF NO: REFS/020651 (X2 POSTS)</u></b> Directorate: Paediatrics
<b><u>SALARY</u></b>	:	R949 146 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Kalafong Provincial Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	MBChB or equivalent. A valid registration with the HPCSA as an Independent Medical Practitioner.
<b><u>DUTIES</u></b>	:	Service rendering in the Paediatric Department. Administrative tasks related to Clinical Services. Undergraduate teaching as well as assistance in research projects of the Department. Call duties as required by the Department of Paediatrics.
<b><u>ENQUIRIES</u></b>	:	Prof: T. Avenant Tel No: (012) 373 1009
<b><u>APPLICATIONS</u></b>	:	must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.
<b><u>NOTE</u></b>	:	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. Applicant in a possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). 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. It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply.
<b><u>CLOSING DATE</u></b>	:	01 July 2024

**POST 21/293** : **PN-B3 OPERATIONAL MANAGER NURSING SPECIALTY REF NO: REFS/020652**  
 Directorate: Nursing Services: Orthopaedics

**SALARY** : R656 964 per annum, (plus benefits)  
**CENTRE** : Kalafong Provincial Tertiary Hospital  
**REQUIREMENTS** : Basic qualification accredited with South African Nursing Council in terms of Government Notice 425 i.e. Diploma / Degree or equivalent qualification that allows registration with SANC as a Professional Nurse. Post-Basic Nursing qualification with a duration of at least 1 year accredited with SANC in Orthopaedic Nursing Science. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in Orthopaedic Nursing Science. Current (2024) SANC receipt. Diploma in Nursing Administration /Management will be an added advantage. Computer literacy and driver's license will be an added advantage. Knowledge of Nursing care processes and procedures, nursing statutes, National Core Standards and other relevant Legal frameworks such as Nursing Act. OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Interpersonal skills including conflict management and counselling.

**DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Manage effectively supervision and utilization of resources. i.e. Human, Material, and monitoring of the services. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Display a concern for patients by promoting, advocating, facilitating proper treatment /care and ensuring that the unit adheres to the principles of Batho-Pele and patient centered nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and Nursing standards. Maintain professional growth / ethical standards and self-development. Promote quality nursing care as directed by the Professional scope of practice and standard.

**ENQUIRIES** : Ms. K.A Kelembe Tel No: (012) 318 6622  
**APPLICATIONS** : must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.

**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. Applicant in a possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). 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. It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply.

**CLOSING DATE** : 01 July 2024

<b><u>POST 21/294</u></b>	:	<b><u>PNB 1- 2 PROFESSIONAL NURSE SPECIALTY REF NO: REFS/020653 (X6 POSTS)</u></b> Directorate: Nursing Services Departments: Theatre
<b><u>SALARY</u></b>	:	R451 533 - R530 376 per annum, (plus benefits), Grading According to OSD policy.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Kalafong Provincial Tertiary Hospital Grade 12. Basic qualification accredited with South African Nursing Council in terms of Government Notice 425 i.e. Diploma / Degree in Nursing as a Professional nurse or equivalent qualification that allows registration with SANC as a Professional Nurse. Post-Basic Nursing qualification with a duration of at least 1 year in the specialized area mentioned above. Current (2024) SANC receipt. <b>Grade 1:</b> A minimum of 4 years appropriate / recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate / recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 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. (Ability to work independently and to take decision in the specialized area. Computer literacy and driver's license will be an added advantage. Knowledge of Nursing care processes and procedures, nursing statutes, Ideal Hospital Assessment Framework and other relevant Legal frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Interpersonal skills including conflict management and counselling.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Manage effectively supervision and utilization of resources. i.e. Human, Material, and monitoring of the services. Participate in training and research. Provision of support on nursing services. Perform a clinical nursing practice in accordance with the scope of practice and Nursing standards. Maintain professional growth / ethical standards and self-development. Promote quality nursing care as directed by the Professional scope of practice and standard.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. K.A Kelemebe, Tel No: (012) 318 6634 must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.
<b><u>NOTE</u></b>	:	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. Applicant in a possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). 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. It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply.
<b><u>CLOSING DATE</u></b>	:	01 July 2024

- POST 21/295** : **DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: REFS/020649**  
Directorate: Radiography
- SALARY** : R376 524 per annum, (plus benefits)  
**CENTRE** : Kalafong Provincial Tertiary Hospital  
**REQUIREMENTS** : Grade 12 with a recognised National Diploma or Degree in Diagnostic Radiography, or any qualification that allows registration with the HPCSA as a Diagnostic Radiographer. Must have completed community service as a diagnostic radiographer (where applicable). No experience required after registration with the HPCSA as an Independent Diagnostic Radiographer. In respect to foreign radiographers, one-year relevant experience after registration with HPCSA must be completed. Computer skills, excellent time management skills, written and verbal communication skills and report writing skills. Honesty, integrity and high work ethics. Good interpersonal skills and conflict resolution skills. Knowledge of Batho Pele Principles, Six Ministerial Priorities, Patients' rights Charter and radiographer's scope of practice in terms of the HPCSA. Knowledge of SAHPRA Quality Control programs. Knowledge of Public Service legislation, policies and Guidelines.
- DUTIES** : Produce X-ray images according to prescribed protocols, radiation control measures and medico-legal requirements. Provide diagnostic radiographic services which comprise: General Radiography, Fluoroscopic, CT scanner, Mobile, Theatre work, MRI scanning and mammography. Deliver Radiology images of high diagnostic quality. Perform duties as a general Radiographer during the week, weekends, public holidays as well as night duties (after hour shifts). Participate in departmental quality assurance programmes. Participate in different departmental committees e.g. OHS, IPC, facility management, stock control, etc. Participate and facilitate in CPD as required by HPCSA.
- ENQUIRIES** : Mr. M.E. Tlhomola Tel No: (012) 318 6658  
**APPLICATIONS** : must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.
- 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. Applicant in a possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). 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. It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply.
- CLOSING DATE** : 01 July 2024
- POST 21/296** : **OCCUPATIONAL THERAPIST GRADE 1 REF NO: REFS/020648**  
Directorate: Occupational Therapy
- SALARY** : R376 524 per annum, (plus benefits)  
**CENTRE** : Kalafong Provincial Tertiary Hospital  
**REQUIREMENTS** : Grade 12 with Degree in Occupational Therapy. Currently registered as an independent Occupational Therapy Practitioner with HPCSA. Post Community Services Occupational Therapist registered with HPCSA. Ability to work within a multidisciplinary team. Ability to handle a large caseload. Ability to work under pressure. The candidate must have good understanding of quality assurance audits tools and the implementation thereof.
- DUTIES** : Comply with standard and ethical requirements as set out by the HPCSA. Rendering Occupational Therapy rehabilitation and therapeutic services. Assessment and treatment of in and outpatient in Paeds and adult subsections



(physical rehabilitation). Contribute to the development of and implementation of programmes in the different subsections. The candidate will be required to implement ECI screening and treatment. Ensure services delivery and training for all levels of care in line with Occupational Therapy Standards. Assess and issue appropriate assistive device for patients and complete relevant documentation. Supervision of students and community service therapist. Perform allocated administration duties. Communicate with relevant stakeholders. Referral of clients to the next level of care. Develop objectives and action plans for own area of work. Co-Ordination of services in the subsection. Adhere to prescribed cost control and costing systems.

**ENQUIRIES**  
**APPLICATIONS**

: Ms F Latib Tel No: (012) 318 6702  
: must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book.

**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. Applicant in a possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). 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. It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply.

**CLOSING DATE**

: 01 July 2024