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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 24 OF 2024

DATE ISSUED 05 JULY 2024

1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

AMENDMENT

: **NATIONAL: EMPLOYMENT & LABOUR:** Kindly note the following posts were advertised in Public Service Vacancy Circular 21 dated 14 June 2024 with the closing date of 01 July 2024. Director: Human Resources Management with Ref No: HR 5/1/2/3/56 for Compensation Fund (Pretoria) has been withdrawn due to administration technicalities; The post will be re-advertised and applicants who previously applied must re-apply. Sorry for the inconvenience: Enquires: Mr SV Radzuma Tel: 012 406 5723
GAUTENG: DEPARTMENT OF HEALTH (TEMBISA PROVINCIAL TERTIARY HOSPITAL): Kindly note that the following 03 posts were advertised in Public Service

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF HEALTH**

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.

<u>CLOSING DATE</u>	:	19 July 2024
<u>NOTE</u>	:	Applications must be submitted on the new prescribed application form Z83 obtainable from any Public Service Department or any Public Service Administration website. The fully completed and signed Z83 should be accompanied by a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only short-listed candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer/promotion/appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The request for certified documents will be limited to shortlisted candidates. The Human Resource Administration of the Department will inform shortlisted candidate for a post to submit certified documents on or before the day of the interview. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts.

MANAGEMENT ECHELON

<u>POST 24/25</u>	:	<u>HEAD OF CLINICAL UNIT (MEDICAL) GRADE 1: REF NO: NCDOH 105/2024 (X3 POSTS)</u>
<u>SALARY</u>	:	R1 976 070 per annum (all inclusive package)
<u>CENTRE</u>	:	Robert Mangaliso Sobukwe Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine, Dermatology, Obstetrics and Gynaecology. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in the required discipline. Experience: Grade 1: A Minimum of 3 (three) years appropriate experience as Medical Specialist after registration with the HPCSA as a medical specialist in one of the following disciplines: Internal Medicine, Dermatology, Obstetrics and Gynaecology.
<u>DUTIES</u>	:	To manage and supervise all Medical Doctors in the Unit. To ensure good clinical and HR governance (including but not limited to protocol development, risk management, commuted overtime management and cost containment). To provide outreach services to the rest of the province. To develop tertiary services and to ensure provision of quality clinical services to patients, as well as teaching and training of junior Doctors.
<u>ENQUIRIES</u>	:	Dr DG Theys, Tel No (053) 8302 102
<u>APPLICATIONS</u>	:	Please note applications can be hand-delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nchealthhr@ncpg.gov.za . Applicants must complete an application register when an application is hand-delivered.

POST 24/26 : **MEDICAL SPECIALIST: OPHTHALMOLOGY GRADE 1: REF NO: NCDOH 106/2024 (1 POST)**

SALARY : R1 271 901.per annum (all-inclusive package)
CENTRE : Robert Mangaliso Sobukwe Hospital
REQUIREMENTS : Appropriate qualification that allows for the registration with Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Ophthalmology. Registration with the Health Professional Council of South Africa as Medical Specialist in Ophthalmology. Experience: **Grade 1:** None after registration with HPCSA as Medical Specialist in Ophthalmology.

DUTIES : To provide and develop Tertiary Services and to assure provision of quality clinical services to patients, as well as teaching and training of junior doctors. To ensure good clinical governance (including but not limited to protocol development, risk management, commuted overtime management, and cost containment), to provide outreach services to the rest of the province.

ENQUIRIES APPLICATIONS : Dr DG Theys, Tel No (053) 8302 102
Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nchealthhr@ncpg.gov.za. Applicants must complete an application register when an application is hand delivered.

POST 24/27 : **MAMMOGRAHER GRADE 1: NCDOH 107/2024 (2 POSTS)**

SALARY : Grade 1: R465 645.per annum
Grade 2: R545 262.per annum
Grade 3: R641 436 per annum

CENTRE : Robert Mangaliso Sobukwe Hospital (1 Post)
DR Harry Surtie Hospital (1 Post)

REQUIREMENTS : The candidate must be registered with the Health Professions Council of South Africa (HPCSA) as a qualified independent Mammographer. Bachelor's degree/National Diploma in Diagnostic Radiography with post-graduation accredited South African Mammography qualification will be accepted. Completed community service. Knowledge skills, training and competence in all fields of mammography. Knowledge of mammography assessments, procedures and equipment. Knowledge of institutional administrative tasks and duties/ethical code of conduct and scope of practice, relevant acts, policies, regulations, health and safety and infection control procedures. Good communication skills and knowledge of the Batho Pele principles. Problem solving and analytical skills in patient care. Basic computer literacy skills. Clinical competence.

DUTIES : Perform all radiological and mammogram duties according to the hospital/departmental need. Willing to work shifts (including weekends, public holiday and night duty) when mammography services are relaxed, or mammogram machine is awaiting repair. In the event that there are 2 mammographers on site, shift work will be compulsory. Promote radiation, health and safety. Promote patient care, quality assurance, manage patient waiting times and all Quality assurance tasks as per health compliance office. Good record keeping of patient register, statistics and waiting times. Lease with multi-disciplinary professionals and function within a multi-disciplinary team. Perform quality assurance of equipment as per the Radiation Control requirements for compliance. Assist in the planning and implementation of quality improvement programs.

ENQUIRIES APPLICATIONS : Ms. M Visser, Tel no: (053) 802 2911
Please note applications can be hand delivered to HRM 3rd Floor Admin Building at Robert Mangaliso Sobukwe Hospital, couriered via postal services to 144 Du Toitspan Road, at Robert Mangaliso Sobukwe Hospital or E-Mailed at rmshhr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.

POST 24/28 : **ENGINEERING TECHNICIAN CONTROL GRADE A 1 NCDOH 108/2024 (1 POST)**

SALARY : R522 741.per annum
CENTRE : Robert Mangaliso Sobukwe Hospital

REQUIREMENTS

: National Diploma in Electrical Engineering or SAQA level 6 Engineering qualification. 6 years (Six) experience in the repair and maintenance of medical equipment (Clinical Engineering) of which minimum of three-year (3) experience in supervisory of maintenance, repair and management of medical equipment in a hospital environment. A valid driver's license. Registration with the Engineering Council of South Africa (ECSA) with proof of current registration. Computer literacy. Sound verbal and written communication skills. Have an exceptional knowledge of medical equipment, its characteristics functionality and compatible accessories so as to advise Clinicians appropriately. Knowledge of public service legislation, policies and procedures. Applicants should be prepared to undergo medical surveillance as an inherit job requirement.

DUTIES

: Manage and maintain all medical equipment at Robert Mangaliso Sobukwe Hospital as per the manufacturer's specifications and Health. Manage and maintain the medical equipment installed including Demo and Loan units. Manage the supply of medical gases. Plan and execute timely equipment services to comply with the manufacturer's specifications and ensure that correct service intervals are adhered to. Create and maintain a service history database of all service, maintenance and repairs on all medical equipment to ensure that only economically viable equipment is maintained and repaired. Repair and maintain all medical equipment, supervision of Clinical Engineering Technicians, keep documented and electronic records of repairs and maintenance of equipment, training of clinical engineering students, end users and other staff in the safe use of medical equipment, monitor maintenance contract and report monthly thereon, monitor and manage equipment maintenance schedule. Oversee medical equipment contracts and monitor and record turnaround times. Ensure results of all maintenance (reactive and preventative maintenance) are captured accurately on the hospital system, these entries should include spares used, labour involved, associated costs, tasks performed, actions taken, and persons/suppliers involved in accordance with the hospital guidelines and technical requirements. Ensure that medical equipment works effectively and safely. Perform in-house preventive maintenance, repairs and installations on all medical equipment. Coordinate the utilisation of technical and financial resources. Financial control through proper budgeting and control of outsourced services. Use test equipment to perform inspections and diagnosis equipment failure and be able to differentiate between operational and technical problems. Acceptance of service certificate to ensure that equipment returned from service providers has indeed been serviced or repaired, complete with accessories, functioning and ready for use. Ensure commissioning and installation tests are performed prior to acceptance of new, demo or loan equipment and maintain the necessary documentation. Compile yearly budgets per month for scheduled service and maintenance of equipment. Compile medical equipment replacement audits to ensure database accuracy and keep an accurate record thereof. Compile weekly, monthly and yearly reports and submit to the director. Be available for overtime and be on standby as and when required. Adhere to timelines. Be willing to undergo continuous training and development programmes. Attend meetings and training as approved by supervisor. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

ENQUIRIES

: Ms. M Visser, Tel no: (053) 802 2911

APPLICATIONS

: Please note applications can be hand delivered to HRM 3rd Floor Admin Building at Robert Mangaliso Sobukwe Hospital, couriered via postal services to 144 Du Toitspan Road, at Robert Mangaliso Sobukwe Hospital or E-Mailed at rmsshr@ncpg.gov.za. All applicants must complete an application register when an application is hand delivered.