

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

**OTHER POSTS**

**POST 30/199****HEAD CLINICAL UNIT - OBSTETRICS AND GYNAECOLOGY: GRADE 1  
REF NO: WRHD/07/08/2024**

Directorate: West Rand District Clinical Specialists Team – Obstetrics and Gynaecology

- SALARY** : Grade 1: R1 976 070 per annum, (all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules)
- CENTRE** : West Rand Health District
- REQUIREMENTS** : MBChB Qualification or equivalent, HPCSA Registration as a Medical Specialist in Obstetrics and Gynaecology, Current registration with the HPCSA as a Specialist in Obstetrics and Gynaecology plus, proof of current HPCSA Registration card 2024 / 2025 (submitted only when shortlisted). A minimum of five (5) years post registration experience as a Specialist in Obstetrics and Gynaecology. A valid driver's license. Other skills/requirements: Understanding of the District Health system and the challenges that face maternal service delivery within this context. Knowledge and understanding of Clinical Governance. Sound knowledge of clinical and patient management skills within the discipline. Ability to assess, diagnose and manage patients as well as ability to deal with all emergencies. Comprehensive knowledge of HIV/AIDS provision and management relevant to local situation. Leadership, decision making, communication, problem solving and conflict management skills. Sound medical ethical practice skills. Knowledge of Human Resource Management and of current Health and Public Servants Legislations, regulations and policy. Patient and staff satisfaction always; smooth service management; secure operational cost control; and quality checks occur uninterrupted; and Maintain record keeping. Supervision and leadership insight: Strive to have the ability or quality to motivate and inspire others to achieve the set goal; and command the process of planning, organizing, implementing, coordinating, and controlling activities. Excellent written communication skills, including the ability to prepare documents; and display the capacity in human resource planning and people management. Computer literate and data management.
- DUTIES** : Provision of specialist services in Obstetrics and Gynaecology to clinics, MOUs, District hospitals and regional hospitals. Capacity building in PHC/MOUs and District hospital and provision of outreach services with focus on improving women health. Reduction in maternal and perinatal mortality and development of intervention to most common cause of maternal deaths including HIV/AIDS. Develop a CPD programme in all hospitals in the district. Support and supervise junior staff in the clinics, district hospitals and regional hospital complex. Develop and implement protocols for Obstetrics and Gynaecology. Support HIV/AIDS programme in the hospital and community. Support quality improvements in the hospital. Conduct research in critical conditions involving maternal morbidity and mortality as well as stillbirths and low birth weight.
- ENQUIRIES** : Ms. T.H.E Karigani Tel No: (011) 953 2152 (Monday to Friday: from 08h00 to 16h00)
- APPLICATIONS** : Applications must be submitted to West Rand Health District Services, Cnr Luipaard and Vlei Street, Krugersdorp, or Private Bag X2053, Krugersdorp, 1740 or email to [recruitment.westrand@gauteng.gov.za](mailto:recruitment.westrand@gauteng.gov.za). No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. The information on the new Z83 must correspond with the Curriculum Vitae. Only shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All foreign qualification must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted

candidates. If you have not been contacted within 3 months of 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, citizenship, credit record checks, qualification verification and employment/reference check verification). NB: Reference Checks: the applicant should provide contact details (names, cellphone number and email address) of his/her referees, of which immediate supervisor(s) must form part. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department.

**CLOSING DATE** : 06 September 2024 @ 16h00. No applications will be considered after the closing date.

**POST 30/200** **HEAD CLINICAL UNIT – PAEDIATRICS: GRADE 1 REF NO: WRHD/08/08/2024**

Directorate: West Rand District Clinical Specialists Team – Paediatrics

**SALARY** : Grade 1: R1 976 070 per annum, (all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules)

**CENTRE** : West Rand Health District

**REQUIREMENTS** : MBChB Qualification or equivalent, HPCSA Registration as a Medical Specialist in Paediatrics, Current registration with the HPCSA as a Specialist in Paediatrics plus, proof of current HPCSA Registration card 2024 / 2025 (submitted only when shortlisted). A minimum of five (5) years post registration experience as a Specialist in Paediatrics. A valid driver's license. Other skills/requirements: Understanding of the District Health system and the challenges that face maternal service delivery within this context. Knowledge and understanding of Clinical Governance. Sound knowledge of clinical and patient management skills within the discipline. Ability to assess, diagnose and manage patients as well as ability to deal with all emergencies. Comprehensive knowledge of HIV/AIDS provision and management relevant to local situation. Leadership, decision making, communication, problem solving and conflict management skills. Sound medical ethical practice skills. Knowledge of Human Resource Management and of current Health and Public Service Legislations, regulations, and policy. Patient and staff satisfaction always; smooth service management; secure operational cost control; and quality checks occur uninterrupted; and Maintain record keeping. Supervision and leadership insight: Strive to have the ability or quality to motivate and inspire others to achieve the set goal; and command the process of planning, organizing, implementing, coordinating, and controlling activities. Excellent written communication skills, including the ability to prepare documents; and display the capacity in human resource planning and people management. Computer literate and data management.

**DUTIES** : Provision of specialist services in Paediatrics to clinics, MOUs, District hospitals and regional hospitals. Capacity building in PHC/MOUs and District hospital and provision of outreach services with focus on improving women health. Reduction in maternal and perinatal mortality and development of intervention to most common cause of maternal deaths including HIV/AIDS. Develop a CPD programme in all hospitals in the district. Support and supervise junior staff in the clinics, district hospitals and regional hospital complex. Develop and implement protocols for Paediatrics. Support HIV/AIDS programme in the hospital and community. Support quality improvements in the hospital. Conduct research in critical conditions involving maternal morbidity and mortality as well as stillbirths and low birth weight. Overall management of the District Clinical Specialists Team.

**ENQUIRIES** : Ms. T.H.E Karigani Tel No: (011) 953 2152 (Monday to Friday: from 08h00 to 16h00)

**APPLICATIONS** : Applications must be submitted to West Rand Health District Services, Cnr Luipaard and Vlei Street, Krugersdorp, or Private Bag X2053, Krugersdorp, 1740 or email to [recruitment.westrand@gauteng.gov.za](mailto:recruitment.westrand@gauteng.gov.za) . No faxed applications will be considered.

**NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. The information on the new Z83 must correspond with the

Curriculum Vitae. Only shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All foreign qualification must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of 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, citizenship, credit record checks, qualification verification and employment/reference check verification). NB: Reference Checks: the applicant should provide contact details (names, cellphone number and email address) of his/her referees, of which immediate supervisor(s) must form part. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department.

- CLOSING DATE** : 06 September 2024 @ 16h00. No applications will be considered after the closing date.
- POST 30/201** : **MEDICAL SPECIALIST (INTERNAL MEDICINE) REF NO: REFS/021305 (X1 POST)**  
Directorate: Clinical Service
- SALARY** : Grade 1: R1 271 901 per annum, (all package inclusive)  
Grade 2: R1 451 214 per annum, (all package inclusive)  
Grade 3: R1 680 780 per annum, (all package inclusive)
- CENTRE REQUIREMENTS** : Dr George Mukhari Academic Hospital  
: Appropriate qualification that allows registration with the HPCSA as a medical Specialist. MBChB & Fellowship/Mmed or equivalent in the relevant medical specialty (Internal Medicine), Current Registration with the HPCSA as a Medical Specialist in the appropriate specialty in the Category-Public/Independent practice. **Grade 1:** no experience after registration with the HPCSA as Medical Specialist in a recognised Specialty, **Grade 2:** a minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA in a recognised Specialty and **Grade 3:** a minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a recognised Specialty.
- DUTIES** : Co-ordination of Internal Medicine Services in General Medicine and/or Subspecialty. Clinical – Comprehensive Patient Care, supervise registrars in Internal Medicine, MOs, Interns and Students, Conduct ward rounds, OPD work, Intra-and Interdisciplinary Consultations and other Health facilities. Outreach - to Level 1 and 2 Health facilities. Management/Administrative – Specialty and/or Subspecialty duties in Internal Medicine Department. Teaching – Organize and supervise clinical and theoretical teaching of undergraduate and postgraduate students. Participate in University teaching programs and examinations. Research – Own; and supervision of higher degrees: MMed, MSc and PhD. Meetings: Attendance at Academic, Hospital Administrative/Management meetings, Department of Health and University as allocated by the Supervisor.
- ENQUIRIES APPLICATIONS** : Prof ND Madala Tel No: (012) 521 3276  
: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208. ABT 06 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za> .
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents) . All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E,

F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

- CLOSING DATE** : 06 September 2024
- POST 30/202** : **MEDICAL SPECIALIST REF NO: REFS / 021326**  
Directorate: Critical Care
- SALARY** : Grade 1: R1 271 901 per annum, (all inclusive)  
Grade 2: R1 451 214 per annum, (all inclusive)  
Grade 3: R1 680 780 per annum, (all inclusive)
- CENTRE REQUIREMENTS** : Kalafong Provincial Tertiary Hospital  
: MBChB or equivalent qualification that allows registration with the HPCSA as an independent Medical Specialist. Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology, General Surgery, Internal Medicine, Emergency Medicine, Obstetrics and Gynaecology, Otolaryngology, Cardiothoracic, or Neurosurgery. **Grade1:** No Experience required. **Grade 2:** a minimum of five (5) years appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist. **Grade 3:** a minimum of ten (10) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. The candidate must have a Certificate in Critical Care.
- DUTIES** : The Critical Care Intensivist is the multi-disciplinary Critical Care team leader who manages high dependency Unit and Critical Care Unit patients. Specific duties include full-time clinical services provision within the Critical Care Unit. As the most senior doctor in the unit the incumbent will be required to supervise registrars, medical officers, intern doctors and students in patient care and the performance of diagnostic and therapeutic procedures. This work will include after-hours work (weekends and weekdays). The incumbent will be expected to oversee the development of appropriate referral pathways. Supervision of MMED undergraduate and postgraduate teaching. The incumbent will be expected to train Fellows in Critical Care, and medical registrars for CMSA training requirements. The candidate must also be willing to examine at the CMSA for specialist and super-specialist exams. Essential Skills include: Patient first mentality; General management skills; Excellent communication skills; Good professional judgment; Integrity and professional dependability; Leadership experience; Conflict management; Cost-containment; Management training and experience is advantageous; Technology and computer skills; Problem-solving experience; Coaching and mentoring experience.
- ENQUIRIES APPLICATIONS** : Dr. M Mbeki Tel No: (012) 373 1051  
: Applicants should apply through the following website: <https://gpgjobcentre.gauteng.gov.za> or Applicants should be submitted to: Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 001.
- NOTE** : Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za) or [www.gov.za](http://www.gov.za). The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds "no" to the question "Are you conducting business with the State or

are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "If your profession or occupation requires official registration, provide date and particulars of registration"; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae also showing all information as required by the advert. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may submitted to HR on / or before the date of the interview. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. The recommended candidates for appointments will be subjected to Personnel Suitability Checks. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. Medical surveillance will be conducted on the recommended applicants, at no cost. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Failure to comply with the above requirements will result in the disqualification of the application.

- CLOSING DATE** : 13 September 2024. Late applications or faxed applications will not be considered.
- POST 30/203** : **MEDICAL SPECIALIST: OPHTHALMOLOGY REF NO: REFS/021327**  
Directorate: Ophthalmology
- SALARY** : Grade 1: R1 271 901 per annum, (all inclusive)  
Grade 2: R1 451 214 per annum, (all inclusive)  
Grade 3: R1 680 780 per annum, (all inclusive)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : MBChB or equivalent qualification that allows registration with the HPCSA as an independent Medical Specialist Ophthalmology. FC Ophth (SA) and MMed (Ophth). Registration as a specialist Ophthalmology with the HPCSA. **Grade 1:** No experience required. **Grade 2:** minimum of five (5) years appropriate

experience as a medical specialist after registration with the HPCSA as a Medical Specialist. **Grade 3:** minimum of ten (10) years appropriate experience as Medical Specialist after registration with the HPSCA as a Medical Specialist. Research and teaching experience will be an added advantage.

**DUTIES**

: Successful candidates will be responsible for the rendering of clinical services and surgical patient care as an ophthalmology specialist for inpatient and out-patient, which includes after-hours work (weekdays and weekends). Teaching and supervision of Registrars, Medical Officer's, Interns and undergraduates. Undertake and supervise research in the ophthalmology department. Administrative duties to ensure smooth running of the department, including compiling of reports and stats. Interdepartmental engagements including collaboration with Ophthalmology department at Steve Biko Academic Hospital. Render any other duties as assigned by the Head of the Unit.

**ENQUIRIES**

: Dr A Sewanywa Tel No: (012) 318- 6995

**APPLICATIONS**

: Applicants should apply through the following website: <https://gpgjobcentre.gauteng.gov.za> or Applicants should be submitted to: Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 001.

**NOTE**

: Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za) or [www.gov.za](http://www.gov.za). The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "If your profession or occupation requires official registration, provide date and particulars of registration"; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae also showing all information as required by the advert. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may submitted to HR on / or before the date of the interview. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. The recommended candidates for appointments will be subjected to Personnel Suitability Checks. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised

to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. Medical surveillance will be conducted on the recommended applicants, at no cost. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Failure to comply with the above requirements will result in the disqualification of the application.

- CLOSING DATE** : 13 September 2024. Late applications or faxed applications will not be considered.
- POST 30/204** : **MEDICAL SPECIALIST REF NO: REFS/021328**  
Directorate: Urology
- SALARY** : Grade 1: R1 271 901 per annum, (all inclusive)  
Grade 2: R1 451 214 per annum, (all inclusive)  
Grade 3: R1 680 780 per annum, (all inclusive)
- CENTRE** : Kalafong Provincial Tertiary Hospital
- REQUIREMENTS** : MBChB or equivalent qualification that allows registration with the HPCSA as an independent Medical Specialist in Urology **Grade 1:** No experience required. **Grade 2:** minimum of five (5) years appropriate experience as a medical specialist after registration with the HPCSA as a Medical Specialist. **Grade 3:** minimum of ten (10) years appropriate experience as Medical Specialist after registration with the HPSCA as a Medical Specialist. Current registration with HPCSA (2024). Competencies (knowledge/skills): Excellent team player. Strong record of clinical expertise, clinical governance, research, teaching and training at under and postgraduate levels. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Knowledge in Urology including provision of direct clinical and surgical care, supervision and mentoring of subordinates, management of teams.
- DUTIES** : Provide supervision and leadership within the Department of Urology at Kalafong Provincial Tertiary H and provide excellent clinical and surgical service delivery, a strong teaching and training program and relevant research. Liaise with other surgical specialties at Kalafong Provincial Tertiary Hospital /Steve Biko Academic Hospital and with clinicians in the cluster to provide comprehensive Urology services. Responsible for all management activities within Urology department, including related management activities within Kalafong Provincial Tertiary Hospital in order to maintain the quality of outputs while ensuring optimum utilization of fiscal and human resources, and the timeous reporting and redress of Patient Safety Incidents. Initiate, undertake and supervise relevant research in Urology. The successful candidate will be responsible for training and teaching of undergraduate and post-graduate students.
- ENQUIRIES** : Dr A Sewanywa Tel No: (012) 318 6995
- APPLICATIONS** : Applicants should apply through the following website: <https://gpgjobcentre.gauteng.gov.za> or Applicants should be submitted to: Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 001.
- NOTE** : Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za) or [www.gov.za](http://www.gov.za). The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?” then the answer to the next question “In the event that you are employed in the Public Service you immediately relinquish such business interests?” can be left blank or indicated as not applicable. A “not applicable” or blank response will be allowed on the question “If your profession or occupation requires official registration, provide date and particulars of

registration”; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae also showing all information as required by the advert. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may submitted to HR on / or before the date of the interview. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. The recommended candidates for appointments will be subjected to Personnel Suitability Checks. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. Medical surveillance will be conducted on the recommended applicants, at no cost. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Failure to comply with the above requirements will result in the disqualification of the application.

**CLOSING DATE** : 13 September 2024. Late applications or faxed applications will not be considered.

**POST 30/205** : **MEDICAL SPECIALIST REF NO: REFS/021348**  
Directorate: General Surgery

**SALARY** : Grade 1: R1 271 901 per annum, (all inclusive)  
Grade 2: R1 451 214 per annum, (all inclusive)  
Grade 3: R1 680 780 per annum, (all inclusive)

**CENTRE** : Kalafong Provincial Tertiary Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as an independent Medical Specialist in General surgery. **Grade 1:** No experience required. **Grade 2:** minimum of five (5) years appropriate experience as a medical specialist after registration with the HPCSA as a Medical Specialist. **Grade 3:** minimum of ten (10) years appropriate experience as Medical Specialist after registration with the HPSCA as a Medical Specialist. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. Ability to initiate and conduct research will be an advantage. Ability to work in a multi-disciplinary team is



**DUTIES**

necessary. The candidate must be able to work independently and under pressure, and provide after hours, on-call cover.

: Provision of a compressive clinical and surgical service for general surgery patients at Kalafong Academic Hospital. Provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of registrars, medical officers, interns and nurses. Participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development. to maintain quality assurance standards and other departmental policies. Attend meetings and training as approved by HOD. Comply with the performance management and development system (contracting, quarterly reviews and final assessment).

**ENQUIRIES  
APPLICATIONS**

: Prof O.D Montwedi Tel No: (012) 373 1004

: Applicants should apply through the following website: <https://gpgjobcentre.gauteng.gov.za> or Applicants should be submitted to: Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 001.

**NOTE**

: Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za) or [www.gov.za](http://www.gov.za). The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?” then the answer to the next question “In the event that you are employed in the Public Service you immediately relinquish such business interests?” can be left blank or indicated as not applicable. A “not applicable” or blank response will be allowed on the question “If your profession or occupation requires official registration, provide date and particulars of registration”; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae also showing all information as required by the advert. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may submitted to HR on / or before the date of the interview. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. The recommended candidates for appointments will be subjected to Personnel Suitability Checks. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative

action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. Medical surveillance will be conducted on the recommended applicants, at no cost. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Failure to comply with the above requirements will result in the disqualification of the application.

**CLOSING DATE** : 13 September 2024. Late applications or faxed applications will not be considered.

**POST 30/206** : **PHARMACIST GRADE 1-3 REF NO: REFS/021329**  
Directorate: Pharmacy

**SALARY** : Grade 1: R804 609 - R853 980 per annum, (all inclusive)  
Grade 2: R869 796 - R921 906 per annum, (all inclusive)  
Grade 3: R949 146 - R1 006 809 per annum, (all inclusive)

**CENTRE** : Kalafong Provincial Tertiary Hospital  
**REQUIREMENTS** : Grade 12 with Bachelor of Pharmacy degree (B Pharm) accredited by the South African Pharmacy Council (SAPC). Registration as a Pharmacist with the South African Pharmacy Council (SAPC) as a pharmacist in the year 2024. Experience or Proficiency in using Rx Solutions software and MS Office. Continuous professional development from the South African Pharmacy Council for the 2023 year (submit proof when shortlisted). Knowledge of the Pharmacy Act 53 of 1974, Medicine and related substance Control Act 101 of 1996 as amended. Excellent numeracy skills, good communication and interpersonal skills. Willingness to do overtime and to be on call. Willingness to be a tutor to learner pharmacist assistants and/or pharmacist interns. Good time management and computer literacy. Commitment to service excellence, innovation and analytical thinking based on sound ethical principles. Ability to manage conflict and apply discipline. Ability to manage and co-ordinate productivity and be part of an interactive team. Ability to communicate effectively with all levels of staff and the public.

**DUTIES** : Provision of effective pharmaceutical care and service at Kalafong Hospital Pharmacy in accordance to the scope of practice of a Pharmacist. Evaluation of the patient medicine-related needs by determining the indication, safety and effectiveness of the prescribed therapy. Dispensing of medicines or scheduled substance as prescribed according to hospital Standard Operating Procedure. Furnishing of information and advice to any person with regards to the safe and effective use of the medicine. Determining compliance of therapy and necessarily follow-up to ensure the patients medicine-related needs are met. Comply with standard operating procedures and statutory regulations (GPP, GMP and PFMA). Provide comprehensive patient counselling and liaise with clinicians to ensure best therapeutic outcomes. Monitor patient treatment adherence and appropriate use of chronic medicines. Stock control and correct handling and storage of medicines. Consulting with Medical Officers to ensure compliance to standard treatment guidelines and EML. Providing in-service training, promoting the rational and safe use of medicines and monitoring availability to essential medicines. Supervision of Pharmacist Assistants and Interns. Promote efficient and effective public health services in line with Batho Pele Principles. Implement measures to prevent fruitless and wasteful expenditure according to the PFMA. Evaluate and manage staff performance and development within your area. Ensure that section 21 medicine procedures are adhered to by health professionals and schedule five (5) and six (6) are balanced and maintained.

**ENQUIRIES** : Mr. B Mgoqi Tel No: (012) 318- 6839  
**APPLICATIONS** : Applicants should apply through the following website: <https://gpgjobcentre.gauteng.gov.za> or Applicants should be submitted to: Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 001.

**NOTE** : Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za) or [www.gov.za](http://www.gov.za). The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the

Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?” then the answer to the next question “In the event that you are employed in the Public Service you immediately relinquish such business interests?” can be left blank or indicated as not applicable. A “not applicable” or blank response will be allowed on the question “If your profession or occupation requires official registration, provide date and particulars of registration”; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae also showing all information as required by the advert. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may submitted to HR on / or before the date of the interview. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. The recommended candidates for appointments will be subjected to Personnel Suitability Checks. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. Medical surveillance will be conducted on the recommended applicants, at no cost. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Failure to comply with the above requirements will result in the disqualification of the application.

- CLOSING DATE** : 13 September 2024. Late applications or faxed applications will not be considered.
- POST 30/207** : **ASSISTANT MANAGER SPECIALTY PN-B4 INTENSIVE CARE NURSING SCIENCE (DAY/NIGHT DUTY) REF NO: REFS/021194 (X1 POST)**  
Directorate: Nursing
- SALARY** : R715 977 per annum, plus benefits
- CENTRE** : Dr George Mukhari Academic Hospital

**REQUIREMENTS**

: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with duration of at least 1 year accredited with SANC in the relevant specialty (Intensive Care Nursing Science). Registration with SANC as Professional Nurse. Current registration as Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Nursing Management with a duration of at least 1 year, accredited with South African Nursing Council as a requirement. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impact on service delivery. Degree/Diploma in Nursing Education and computer literacy will be an added advantage. Service record will be submitted by shortlisted candidates.

**DUTIES**

: Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and subordinates, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with people of diverse intellectual, cultural, racial, or religious differences. Able to manage own work, time, and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Implement nursing legislations and related legal and ethical nursing practices. Compile and analyse reports to improve quality of patient care. Manage resources effectively and efficiently in the specific area. Must be prepared to work night shifts and relieve the supervisor when need arise. Ability to function as part of a team and display good.

**ENQUIRIES**

: Ms. PT Zulu (Acting Senior Nurse Manager) Tel No: (012) 529 3463

**APPLICATIONS**

: Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111 Setlogelo Drive, Ga-Rankuwa, 0208. ABT 06 (HR Registry) or posted to: Dr. George Mukhari Academic Hospital, Private Bag X422, Pretoria, 0001. Applications may also be uploaded online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za) or <http://professionaljobcentre.gpg.gov.za>

**NOTE**

: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed CV and new updated Z83 form obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents) . All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialled, and signed by the applicant. Failure to complete will lead to disqualification during the selection process. Section A, B, C and D must be completed in full. Section E, F and G: Noting that there's a limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. The question that relates to conditions that prevents re-appointment under part F must be answered. Declaration must be completed and signed). Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. Please ensure that the specific reference number is quoted correctly. Correspondence will be entered with shortlisted candidates only. If you have not been contacted within three (3) months after closing date of this advertisement, please accept that your application was unsuccessful. The employer reserves the right to fill this position. It is legislative requirement that all newly appointed staff members be subjected to Personnel Suitability Check (PSC)- Verification, upon appointment

within the department. This verification processes entails reference checks, identity verification, qualification verification, criminal records checks. Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within OHS Act 85 of 1993.

**CLOSING DATE**

:

06 September 2024

**POST 30/208**

:

**HOD PRIMARY CARE NURSING (PCN) PND III REF NO: REFS/021143**

Directorate: Gauteng College of Nursing

This is a re-advertisement those who previously applied are encouraged to re-apply.

**SALARY**

:

R676 068 – R794 622 per annum, (plus benefits)

**CENTRE**

:

Gauteng College of Nursing (GCON): SG Lourens Campus

**REQUIREMENTS**

:

A Grade 12/National Senior Certificate. A Basic qualification accredited with SANC in terms of Government Notice R.425 (i.e., diploma/degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse and Midwife/ Accoucheur. A post-basic qualification in: Nursing Education and Nursing Administration registered with SANC. Currently registered with SANC. A minimum of 9 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery. A minimum of 5 years, of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the one-year Post-basic qualification in Nursing Education. A post basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care programme (R.48). Master's degree in nursing. Computer literacy. Valid driver's licence. skills and knowledge: Knowledge of procedures and processes related to basic and post basic programmes, knowledge of relevant Acts and Legislations, Code of ethics and Professional Practice of South African Nursing Council. Knowledge in Human Resource and Finance matters. Sound communication and Leadership skills. Good communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure.

**DUTIES**

:

Coordinate the facilitation of teaching and learning in theory and Work Integrated Learning (WIL). Collaborate with other stakeholders and build a sound relationship within the Department of Health. Participate in day-to-day management of the Campus. Coordinate scholarly research and community engagement activities. Facilitate budget needs for Academic components of the campus. Provide Academic support to students. Develop, implement, review, and evaluate the curricula of academic programmes.

**ENQUIRIES**

:

Mr. CAM Molokwane Tel No: (012) 319 5620 All applications should be submitted online only at <http://professionaljobcentre.gpg.gov.za> /. For assistance with online applications please e-mail your query to [e-recruitment@gauteng.gov.za](mailto:e-recruitment@gauteng.gov.za)

**NOTE**

:

Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed New Z83 form and a detailed Curriculum Vitae (CV) stating all competencies, training, and knowledge of an applicant. Shortlisted candidates will be required to present certified copies of qualifications and other relevant documents on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed or e-mailed applications will be accepted. Applications will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment decision shall be informed by the Employment Equity Plan of the institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured, Indian and White males. The institution reserves the right not to appoint. NB: Travelling and relocation costs will not be paid.

**CLOSING DATE**

:

06 September 2024

<b><u>POST 30/209</u></b>	:	<p><b><u>HOD STUDENT AFFAIRS REF NO: REFS/021139</u></b>          Directorate: Gauteng College of Nursing          This is a re-advertisement those who previously applied are encouraged to reapply</p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	<p>R676 068 – R794 622 per annum, (plus benefits)          Gauteng College of Nursing (GCON): SG Lourens Campus          Grade 12/National Certificate or equivalent. A basic qualification registered with the South African Nursing Council (SANC). A Degree in Nursing/Post basic qualification in Nursing Education and Nursing Administration registered with SANC. Currently registered with SANC. A moderator and assessor course registered with SANC. Minimum of 9 years' appropriate/recognized nursing experience after registration as a Professional Nurse with the SANC in General nursing and Midwifery. A minimum of 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the nursing education qualification procedures related to management of data/records. Ability to work in a team and under pressure. Drivers' licence. Computer literate. Knowledge of procedures and processes related to undergraduate and postgraduate Nursing Programmes. A thorough knowledge and application of the SANC legislation, Code of Ethics, Nursing Standards and Scope of Practice, Public Service Prescripts; legislation relevant to Higher Education. Knowledge of Human Resource and Finance management. Experience in planning, organizing, evaluation, leading and controlling. Good communication, supervisory, report writing and presentation skills. Computer skills in MS Word, MS Excel, MS PowerPoint.</p>
<b><u>DUTIES</u></b>	:	<p>Management and supervision of the Student Affairs Department which includes planning, monitoring processes for statistical data collection and analyse data, develop reports, monitoring of reporting systems and instruments; dealing with students' matters such as registration, course terminations, course extensions, student appeal, planning and implementation of graduation and prize giving ceremonies; exam preparation; develop, review and evaluate policies and circulars; ensure structured and relevant record keeping according to legislative requirements; management of the processes of student applications, recruitment, selection and acceptance. Ensure proper, accurate and timeous communication of students' examination results. Manage, supervise, monitor, and report on all Student Affairs matters. Communicate with the clinical stakeholders to ensure an effective teaching and learning environment (including situational analysis, ensuring units meet the SANC and CHE accreditation requirements). Collaborate with stakeholders and build a sound relationship within the Departments. Implement continuing education and Research activities. Plan, implement and review policies and processes to ensure the Campus meets all SANC and CHE accreditation requirements. Participate in the daily management of the Campus.</p>
<b><u>ENQUIRIES</u></b>	:	<p>Mr. CAM Molokwane Tel No: (012) 319 5620 All applications should be submitted online only at <a href="http://professionaljobcentre.gpg.gov.za">http://professionaljobcentre.gpg.gov.za</a> /. For assistance with online applications please e-mail your query to <a href="mailto:recruitment@gauteng.gov.za">e-recruitment@gauteng.gov.za</a></p>
<b><u>NOTE</u></b>	:	<p>Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the New Z83 form and a detailed Curriculum Vitae (CV) stating all competencies, training, and knowledge of an applicant. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured, Indian and White males. The institution reserves the right not to appoint. NB: Travelling and relocation costs will not be paid.</p>
<b><u>CLOSING DATE</u></b>	:	<p>06 September 2024</p>

<b><u>POST 30/210</u></b>	: <b><u>HOD STUDENT COUNSELLING AND DEVELOPMENT REF NO: REFS/021146</u></b> Directorate: Gauteng College of Nursing NB: This is a re-advertisement those who previously applied are encouraged to reapply.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R676 068 – R794 622 per annum, (plus benefits) : Gauteng College of Nursing (GCON): SG Lourens Campus : Grade 12/National Certificate or equivalent. A basic qualification registered with the South African Nursing Council (SANC). A Degree in Nursing/Post basic qualification in Nursing Education and Nursing Administration registered with SANC. Currently registered with SANC. Diploma in psychiatric Nursing or Psychology level 3. A moderator and assessor course registered with SANC. Minimum of 9 years' appropriate/recognized nursing experience after registration as a Professional Nurse with the SANC in General nursing and Midwifery. A minimum of 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the nursing education qualification. Drivers' licence. Knowledge of procedures related to management of data/records. Ability to work in a team and under pressure. Knowledge of procedures and processes related to undergraduate and Postgraduate Nursing Programmes. A thorough knowledge and application of the SANC legislation, Code of Ethics, Nursing Standards and Scope of Practice, Public Service Prescripts; legislation relevant to Higher Education. Knowledge of Human Resource and Finance management. Experience in planning, organizing, evaluation, leading and controlling. Good communication, supervisory, report writing and presentation skills. Computer skills in MS Word, MS Excel, MS PowerPoint.
<b><u>DUTIES</u></b>	: Management and supervision of the Student Counselling and Development Department. Plan and manage learner counselling and support programmes. Implement life and study skills for students. Assessment and referral of individual students with personal problems. Promote general welfare, personal and professional development of students. Support and guidance of students. Conduct classroom presentation to improve academic performance. Policy development, review, and evaluation. Participate in planning and implementation of graduation and Prize giving ceremonies. Report on all Student Counselling matters. Communicate with the relevant stakeholders to ensure an effective teaching and learning environment. Participate in the daily management of the Campus activities.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr. CAM Molokwane Tel No: (012) 319 5620 : All applications should be submitted online only at <a href="http://professionaljobcentre.gpg.gov.za/">http://professionaljobcentre.gpg.gov.za/</a> For assistance with online applications please e-mail your query to <a href="mailto:e-recruitment@gauteng.gov.za">e-recruitment@gauteng.gov.za</a> .
<b><u>NOTE</u></b>	: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the New Z83 form and a detailed Curriculum Vitae (CV) stating all competencies, training, and knowledge of an applicant. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivery faxed or e-mailed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured, Indian and White males. The institution reserves the right not to appoint. NB: Travelling and relocation costs will not be paid.
<b><u>CLOSING DATE</u></b>	: 06 September 2024
<b><u>POST 30/211</u></b>	: <b><u>OPERATIONAL MANAGER NURSING (PHC SPECIALTY) REF NO: JHD/D/13 (X1 POST)</u></b> Directorate: Nursing
<b><u>SALARY</u></b>	: R656 964 per annum, (plus benefits)

<b><u>CENTRE</u></b>	:	Diepkloof Clinic
<b><u>REQUIREMENTS</u></b>	:	A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with the SANC as Professional Nurse. A post-basic nursing qualification with duration of at least 01 year, accredited with SANC in the specialty relevant to PHC setting. A minimum of 09 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 in the PHC setting after obtaining the 1 year post basic qualification in the relevant specialty. 2 years' experience at management / supervisory level will be an added advantage. Other skills/requirement: Financial management and human resource management; leadership, decision making and problem-solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation. Computer literacy and a valid driver's license are essential.
<b><u>DUTIES</u></b>	:	To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient and equitable manner by the facility. To ensure compliance to professional and ethical standards at all times. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facility. Facilitate provision of a comprehensive package of service at PHC level and ensure that the unit adheres to the principles of Batho Pele. Ensure effective implementation of Service and Quality Improvement Plans, Occupational Health and Safety as well as Quality Assurance Program etc. Ensure compliance with clinical protocols, norms and standards within the clinic. Adhere to the Office of the Health Standards Compliance requirements and ensure effective achievement on ministerial priorities, Ideal clinic 127 compliance and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS), develop and implement staff training plan. Attend to grievances of staff and administer discipline and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of daily, weekly, monthly, quarterly and annual reports. General administration duties and management soft skills is mandatory.
<b><u>ENQUIRIES</u></b>	:	Mrs. Mazibuko Tel No: (011) 527 1086
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted only through this email: <a href="mailto:SubDistrictD.JobApplications@gauteng.gov.za">SubDistrictD.JobApplications@gauteng.gov.za</a> Applicants must indicate the post reference number as subject line of the email.
<b><u>NOTE</u></b>	:	The fully completed and signed new Z83 form should be accompanied by a detailed recently updated CV, copies of your qualifications, identity document and driver's license do not need to be attached upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card and Driver's license copies must be double sided. Please ensure that the reference number is correctly quoted. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. People with disabilities are encouraged to apply. All recommended candidates will be subjected to positive results of the security screening process which entails reference checks, criminal records check, qualification verification and medical surveillance. Incomplete applications or applications received after closing date will not be considered.
<b><u>CLOSING DATE</u></b>	:	06 September 2024
<b><u>POST 30/212</u></b>	:	<b><u>ASSISTANT DIRECTOR REF NO: REFS/021324</u></b> Directorate: Nuclear Medicine
<b><u>SALARY</u></b>	:	R605 550 per annum, (all-inclusive package). Please note that salary will be adjusted according to years of experience as per OSD policy.
<b><u>CENTRE</u></b>	:	Charlotte Maxeke Johannesburg Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with HPCSA in Nuclear Medicine Radiography. Registration with the HPCSA as Nuclear Medicine Radiographer. An appropriate 03 years' experience after registration with the



HPCSA in Nuclear medicine radiography. The following will be added advantage: Understanding of the relevant Acts prescripts and legislation. Relevant experience in Human Resources and financial administration. Demonstrate the ability to use Health experience in Human resource planning to and development in line with the vision and mission of the Department of Health as well as the institution. A minimum of 5 years as a practising Nuclear Medicine Radiographer. Knowledge and skills Knowledge of Public Service legislation, policies, and procedures, Good written and communication skills. Ability to work as a member of a multidisciplinary team. Basic knowledge of budget planning as well as Public Finance Management Act. Must have good understanding of public hospital operational system. Demonstrate effective interpersonal, strategic planning organizational supervisory skills and leadership qualities.

**DUTIES** : Be responsible for the control, supervision, delegation, and co-ordination of activities in the department and the delivery of a professional service to patients. Produce diagnostic images of high quality and be responsible for staff in your area. Manage the ordering of radiopharmaceuticals, radioisotopes, and general consumables. Ensure quality assurance, maintenance of equipment and the purchase, use and care of suitable radiation protection equipment. Participate in middle management and delegated management tasks, including statistic collation and provide support to the Head of department. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulation. Participate in research projects of the department. Participate in quality assurance methods and CPD activities. Communicate effectively with all stake holders. NB: Applications should be prepared to undergo medical surveillance as an inherent job requirement.

**ENQUIRIES** : Prof M.Vangu Tel No: (011) 488 3608  
M.P. Rapetswa Tel No: (011) 488 3711

**APPLICATIONS** : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Room 10/2. No 17 Jubilee Road, Park town 2193 or submit online (PDF format only) to the following email-address [Medicalhr.Cmjah@gauteng.gov.za](mailto:Medicalhr.Cmjah@gauteng.gov.za) . Please use the reference as subject.

**NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience 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/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, 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. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions 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, African Females, Coloured Males, Coloured Females, Indian Males, Indian Females, White Males, White Females and African Males are encouraged to apply.

**CLOSING DATE** : 06/09/2024

<b><u>POST 30/213</u></b>	:	<b><u>CHIEF OCCUPATIONAL THERAPIST GRADE 1 REF NO: CCRC/COT/2024</u></b> Directorate: Clinical Services
<b><u>SALARY</u></b>	:	R545 262 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Cullinan Care & Rehabilitation Centre (CCRC)
<b><u>REQUIREMENTS</u></b>	:	A degree in occupational therapy. Completion of community service in occupational therapy. Registration with the Health Profession's Council of South Africa (HPCSA) as an occupational therapist with independent practitioner status and current registration for the period 2024/25. A minimum of 5 years appropriate experience (excluding community service), of which 2 years should include supervisory experience. Experience in rehabilitation of physical conditions. Computer literacy (Ms Word, Ms Excel). Knowledge of the public service legislations, policies and procedures. Good written and communication skills. Supervisory, planning and organizing skills. Ability to work as a member of a multidisciplinary team. Knowledge of budget planning as well as the Public Finance and Management Act. Experience in a public service hospital and post-graduate training in physical rehabilitation would be an advantage.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for management of all Occupational therapy service related to the acute care facility including treatment, record-keeping, effective quality service delivery, human resource management of Occupational Therapists and midlevel workers, financial and stock management, Quality improvement projects, risk management, training and development of the OT staff. Your clinical duties will include the execution of the Occupational therapy process with your clinical case load in the MDT setting, allocating workload and leave management. Identifying departmental needs, managing waiting lists, participating in implementing new service and developing management protocols for improved patient care. Assist in the management of all resources of the Occupational therapy department and implement sectional and provincial quality assurance measures in the department. Participate in the formulation and review of strategies in allocated area of work as required. Attend relevant meetings and assume relevant functions on behalf of the Head of Department or as delegated. Participate in continuous professional development and facilitate those of subordinates according to HPCS and government regulations in allocated areas of work, as well as promoting and carrying out research and other projects in own work area. Provide training and supervision to allocated Occupational therapy students as required and adhere to and implement all relevant policies, procedures, standards and legislation.
<b><u>ENQUIRIES</u></b>	:	Technical Enquiries: Dr. Seopela VO Tel No: (012) 734 7000, ext. 246 HR Enquiries: Ms. MB Mentoer Tel No: (012) 734 7000
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted on a (PDF Format only) to the following email-address: <a href="mailto:brenda.gededzha@gauteng.gov.za">brenda.gededzha@gauteng.gov.za</a> . Please use the reference as the subject or alternatively submit to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000.
<b><u>NOTE</u></b>	:	Applicants must submit a new approved Z83 form with comprehensive CV, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication with HR Department. Failure to submit all the requested documents will result in the application not being considered. If you are not contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personal 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); identity verifications, qualifications verification, criminal record checks, credit/financial stability checks and employment verification.
<b><u>CLOSING DATE</u></b>	:	06 September 2024
<b><u>POST 30/214</u></b>	:	<b><u>ULTRASOUND RADIOGRAPHER GRADE 1-3 REF NO: BGH/08/2024</u></b> Directorate Nursing Division: Diagnostic Radiography
<b><u>SALARY</u></b>	:	Grade 1: R465 645 - R530 343 per annum, (plus benefits) Grade 2: R545 262 - R623 229 per annum, (plus benefits) Grade 3: R641 436 - R689 430 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Bertha Gxowa Hospital

- REQUIREMENTS** : National diploma or degree in Diagnostic Radiology Qualification. Current Registration with HPCSA as an Independent Diagnostic Radiographer. **Grade 1:** No experience required after registration with HPCSA in relevant profession. **Grade 2:** 14 years appropriate experience after registration with HPCSA of which 10 years must be after registration in Ultrasound. **Grade 3:** 24 years appropriate experience after registration with HPCSA of which 20 years must be after registration in Ultrasound. Must have completed community service as requirements of the professional body. Computer literacy is essential as all the x-rays units are digital. Excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity and high work ethics. Good interpersonal skills. Knowledge of Public Service legislation, policies and procedures. Knowledge of current DOH guidelines and policies governing the health sector and Radiography profession. Knowledge and relevant experience in radiographic procedures. Quality control and record keeping processes is Essential.
- DUTIES** : The preparing the patients for the ultrasound examination, selecting the appropriate equipment for the ultrasound examination. Performing ultrasound examinations that yield important diagnostic information use ultrasound machines to view and interpret imaged with sound waves for the diagnosis and treatment of medical conditions. Co-ordinates and organize daily workload/running of the department. Must have knowledge of the department functions and equipment. Ensure that department is adequately maintained. Attend meetings, seminar and congresses to keep up to date with the new advance in technique and technology. Monitor stock in the stock room and examination room. Maintain adequately weekly, monthly, annual patient statistic. promote teamwork, cooperative work relationship amongst staff members and other health care workers. Liaise with specialist for more information or help in department about patients. Supervision and training of student sonographer and registrar. To able to provide a 24-hour radiographic service.
- ENQUIRIES APPLICATIONS** : Mr. R. Mbatha Tel No: (011) 278 7650  
: Applications should be submitted at the Bertha Gxowa Hospital. Admin Building ground floor, Germiston. Applicant may apply online at [www.professionaljobcenter.gpg.gov.za](http://www.professionaljobcenter.gpg.gov.za) , and the newly acquired Departmental electronic-Health jobs system: [www.healthjobs.co.za](http://www.healthjobs.co.za) . Applications should be submitted at the Bertha Gxowa Hospital. Admin Building ground floor, Germiston.
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and Equity employment, especially of race, gender and disability. Applications must be filled on a New Z83 as per DPSA directive effectively from 01 January 2021, The Curriculum Vitae should be recently updated that specifies the following: All experience 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. applicants are not required to submit copies of qualifications and other relevant documents on application. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview following communication from HR. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. The Department of Health is committed to the achievement and maintenance of diversity and Equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, SANC and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.
- CLOSING DATE** : 13 September 2024

<b><u>POST 30/215</u></b>	:	<b><u>RADIOGRAPHER (ULTRASOUND): GRADE 1-3 REF NO: WRHD/04/08/2024 (X2 POSTS)</u></b> Directorate: West Rand Health District – Clinical Support and Therapeutic
<b><u>SALARY</u></b>	:	Grade 1: R465 645 per annum, (plus benefits) Grade 2: R545 262 per annum, (plus benefits) Grade 3: R641 436 per annum, (plus benefits) (NB: Salary will be determined in line with OSD policy)
<b><u>CENTRE REQUIREMENTS</u></b>	:	West Rand Health District Grade 12 (Senior Certificate), Degree/Diploma in Ultrasound Radiographer. Proof of current registration with HPCSA as an independent Ultrasound Radiographer. <b>Grade 1:</b> Experience: No experience after registration with HPCSA in respect of RSA qualified employees who performed community service or a minimum of 1 year appropriate /recognisable experience after registration as an Ultrasound Radiographer with HPCSA in respect of foreign qualified Ultrasound Radiographer. <b>Grade 2:</b> Experience: Minimum of 10 years appropriate /recognisable experience after registration as an Ultrasound Radiographer with HPCSA or Minimum of 11 years appropriate/recognisable experience after registration as an Ultrasound Radiographer with HPCSA in respect of foreign qualified Ultrasound Radiographer. <b>Grade 3:</b> Minimum of 20 years appropriate /recognisable experience after registration as an Ultrasound Radiographer with HPCSA or Minimum of 21 years appropriate /recognisable experience after registration as an Ultrasound Radiographer with HPCSA in respect of foreign qualified Ultrasound Radiographer. A valid driver's license. Other skills/requirements: Knowledge of equipment use and troubleshooting and quality control of the equipment. Administrative skills, booking of patients and computer literacy. Knowledge of relevant Health and safety Acts and Infection Control measures. Good communication skills, interpersonal relations and problem-solving skills. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Analytical thinking, independent decision-making and problem-solving skills. Good interpersonal and organisational skills and the ability to function under pressure.
<b><u>DUTIES</u></b>	:	Prepare exam room and Ultrasound equipment to conduct Ultrasound examinations in accordance with infectious disease, sterilization and patient safety protocols, policies and procedures. Perform ultrasound examination that gives important ultrasound diagnosis. Use ultrasound machine to view interpret images with soundwaves for diagnostic and treatment of medical conditions. Co-ordinate and organize daily workload and smooth running of the department. Must have knowledge of the department functions. Ensure equipment is adequately serviced. High risk Obstetric scanning, abdominal scanning, general body scans and Sound report writing. Attend seminars and workshops to keep up to date with new advance in technique and technology. Monitor stock, maintain adequately weekly, monthly and patients' statistics. Promote teamwork, interpersonal relationship amongst staff members and other health workers protocols and policies and procedures in line with applicable legislation. Promote Batho Pele principles in the execution of duties for effective service delivery. Examination request form is complete, contains relevant information and meets the standard of medical necessity. Evaluate if patient preparation is adequate before examination.
<b><u>ENQUIRIES</u></b>	:	Ms. T.A Matsie Tel No: (011) 953 5400 / (083) 366 3036 (Monday to Friday: from 08h00 to 16h00)
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted to West Rand Health District Services, Cnr Luipaard and Vlei Street, Krugersdorp, or Private Bag X2053, Krugersdorp, 1740 or email to <a href="mailto:recruitment.westrand@gauteng.gov.za">recruitment.westrand@gauteng.gov.za</a> . No faxed applications will be considered.
<b><u>NOTE</u></b>	:	Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. The information on the new Z83 must correspond with the Curriculum Vitae. Only shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All foreign qualification must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of 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, citizenship, credit record checks, qualification verification and employment/reference check verification). NB: Reference Checks: the applicant should provide contact details (names, cellphone number and email address) of his/her referees, of which immediate supervisor(s) must form part. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

- CLOSING DATE** : 06 September 2024 @ 16h00
- POST 30/216** : **PROFESSIONAL NURSE SPECIALTY – ADVANCED MIDWIFERY: GRADE 1 - 2 REF NO: WRHD/09/08/2024 (X2 POSTS)**  
Directorate: West Rand Health District
- SALARY** : Grade 1: R451 533 per annum, (plus benefits)  
Grade 2: R553 545 per annum, (plus benefits)  
(NB: Salary will be determined in line with OSD policy)
- CENTRE** : Merafong Sub-District
- REQUIREMENTS** : A basic R425 qualification, Diploma/ Degree in nursing, or equivalent qualification that allows registration with SANC as a professional nurse. A Current registration with SANC (2024). A post-basic qualification with a duration of at least one year accredited with SANC in Advanced midwifery. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional nurse with SANC in general nursing.
- DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, cooperate amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).
- ENQUIRIES** : Ms. N Khosa / Ms. B Cele Tel No: (018) 788 9907 / (011) 953 5400 (Monday to Friday: from 08h00 to 16h00)
- APPLICATIONS** : Applications must be submitted to West Rand Health District Services, Cnr Luipaard and Vlei Street, Krugersdorp, or Private Bag X2053, Krugersdorp, 1740 or email to [recruitment.westrand@gauteng.gov.za](mailto:recruitment.westrand@gauteng.gov.za) . No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. The information on the new Z83 must correspond with the Curriculum Vitae. Only shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All foreign qualification must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of 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, citizenship, credit record checks, qualification verification and employment/reference check verification). NB: Reference Checks: the applicant should provide contact details (names, cellphone number and email address) of his/her referees, of which immediate supervisor(s) must form part. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity;

therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

- CLOSING DATE** : 06 September 2024 @ 16h00
- POST 30/217** : **STUDENT COUNSELLOR PND1/PND2 (LECTURER) REF NO: REFS/021202 (X1 POST)**  
Directorate: Gauteng College of Nursing (GCON)
- SALARY** : PND1: R451 533 - R530 376 per annum, (plus benefits)  
PND2: R553 545 - R726 717 per annum, (plus benefits)
- CENTRE** : Chris Hani Baragwanath Campus
- REQUIREMENTS** : Senior Certificate /Grade 12 or equivalent qualification. Basic qualification accredited with South African Nursing Council (SANC) in terms of Government notice R425 i.e. Diploma/degree in Nursing) or registered with the SANC as a Psychiatric nurse. Post basic qualification in Nursing Education registered with SANC. **PND1:** minimum of four (4) years appropriate/recognizable nursing experience after registration as Registered Nurse with the SANC in General Nursing and Midwife. **PND2:** minimum of 14 years appropriate/ recognizable nursing experience after registration as a Registered Nurse with the SANC in General Nursing and Midwife, at least 10 years of the period must be appropriate experience in nursing education. At least 2 years' experience in Psychiatric environment or Counselling Services. A valid driver's license. Sound communication skills. Computer literacy. Report writing and presentation skills.
- DUTIES** : The successful candidate will be responsible for amongst others, the following tasks: Plan and manage learner counselling and support programmes. Conduct classroom presentation of study and life skills to improve academic performance. Assessment and referral of individual learners with personal /social problems. Promotion of general welfare, personal and professional development of learners. Student's advocacy. Support and guidance of Student Representative Council. Marketing and Recruitment of prospective nursing students. Orientation of newly appointed students. Participate in research relevant to Nursing Education, Policy development, review and Evaluation of student support programmes. Engage in own continuous development (CPD) related to student support. The ability to work in a team and under pressure. Other delegated tasks.
- ENQUIRIES** : Ms. B.E Mothebe Tel No: (011) 983 3008 /3121
- APPLICATIONS** : Application must be submitted on GPG Professional Job Centre (gauteng.gov.za) only and attach a detailed Curriculum Vitae only.
- NOTE** : Only shortlisted candidates/applicants will be contacted to submit certified copies of your I.D, current SANC receipt, valid driver's license, and qualifications, copy of service record in Nursing Education after the assessment of the submitted job application to alleviate administration burden and cost for applicants. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting. Contactable reference quoted must be line managers and inclusive of valid and updated email addresses and telephone numbers. State all your competencies, training and knowledge in your C.V. Smart card must be copied both sides (Driver's license and ID). Employment history must reflect the complete calendar date (e.g., 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records, and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. Correspondence will be limited to shortlisted candidates. CHBC 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. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department.
- CLOSING DATE** : 06 September 2024

<b><u>POST 30/218</u></b>	:	<b><u>LECTURER PND1/PND2 DIPLOMA IN NURSING REF NO: REFS/ 021245 (X15 POSTS)</u></b> Directorate: Gauteng College of Nursing (GCON)
<b><u>SALARY</u></b>	:	<b>PND1:</b> R451 533 - R530 376 per annum, (plus benefits) <b>PND2:</b> R553 545 - R726 717 per annum, (plus benefits)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Chris Hani Baragwanath Campus Senior Certificate or equivalent qualification. Basic qualifications accredited with South African Nursing Council (SANC) in terms of Government Notice R425 (i.e., Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Registered Nurse and Midwife. Degree Nursing. Diploma/Degree in Nursing Education registered with SANC. Master's degree in nursing will be an added advantage. Applicant must be registered with South African Nursing Council (SANC) as Professional Nurse and Midwife. <b>PND1:</b> Minimum of four (4) years appropriate/recognizable nursing experience after registration as a Registered Nurse and Midwife. <b>PND2:</b> Minimum of four (4) years appropriate and recognizable nursing experience after registration as a Registered Nurse and Midwife and ten (10) years appropriate and recognizable experience in nursing education after obtaining the one-year post-basic qualification in Nursing Education. Knowledge and ability to apply South African Nursing Council Code of Ethics, Nursing Standards, Scope of Practice and all relevant regulations. Must be computer literate. Sound communication, supervisory, report writing and presentation skills. Ability to work in a team and under pressure. Valid driver's license.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: planning, coordination and implementation of nursing programmes; provide theoretical and clinical instructions, and conduct evaluations of Nursing programmes; clinical accompaniment, supervision and implementation of assessment strategies to determine student competencies; exercise control over students; provide students' guidance and support towards attainment of minimum course requirements as set by SANC. Support the mission of the College by serving in Committees, attending, and participating in meetings and College/Campus activities. Promote the image of the College; participate in research relevant to Nursing Education. Develop, review, and evaluate curriculum. Engage in own Continuous Professional Development (CPD) related to own area of practice and to Nursing Education.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr T.T.A Tsimane Tel No: (011) 983 3063 Application must be submitted on GPG Professional Job Centre (gauteng.gov.za) only and attach a detailed Curriculum Vitae only.
<b><u>NOTE</u></b>	:	Only shortlisted candidates/applicants will be contacted to submit certified copies of your I.D, current SANC receipt, valid driver's license, qualifications and copy of a formal service certificate in Nursing Education issued by the employer after the assessment of the submitted job application to alleviate administration burden and cost for applicants. Certified documents are only limited to shortlisted candidates prior to the job interview. Certification stamp must not be over six months on the day of submitting. Contactable reference quoted must be line managers and inclusive of updates email addresses and telephone numbers. State all your competencies, training and knowledge in your C.V. Smart card must be copied both sides (Driver's license and ID). Employment history must reflect the complete calendar date (e.g., 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records, and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered. Correspondence will be limited to shortlisted candidates. CHBC 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. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department.
<b><u>CLOSING DATE</u></b>	:	06 September 2024

- POST 30/219** : **CLINICAL NURSE PRACTITIONER (HAST/PHC) GRADE 1 REF NO CCRC/CNP/09/2024**  
Directorate: Nursing
- SALARY** : R451 533 per annum, plus benefits  
**CENTRE** : Cullinan Care & Rehabilitation Centre  
**REQUIREMENTS** : Grade 12/Matric. Basic R425 qualification (i.e. Diploma/ Degree in nursing or Equivalent qualification that allows registration with the South African Nursing Council (SANC) AS Professional nurse. Post Basic qualification with a duration of at least 1 year in clinical nursing science Health, Assessment, Treatment and care (R48) accredited with SANC. A NIMART trained will be an added advantage. Nurse initiated management of Anti retro viral treatment. A minimum of 4 yrs. appropriate /recognisable experience after registration as professional nurse with the SANC in general nursing. Work as part of a team in implementation of HIV/AIDS/TB program, must be familiar with HIV/AIDS/TB and STI guidelines, policies and protocols, proof of paid-up registration at SANC (submitted only when shortlisted). Basic computer literacy and good communication skills, strong leadership, ability to facilitate a cultural diverse work environment. Assisting to perform under pressure. Knowledge in legal and related ethical requirements in public health care centre. Valid code 8 driver's license. Able to work independently. Skills and act accordingly to Labour relation guidelines, Skilled in counselling. To be able to work in the whole HIV/AIDS/STI/TB field including the management of the TB Focal.
- DUTIES** : Participate in planning, implementation, evaluation of nursing program according to nursing standards, legal requirements, policies and regulation within culture diverse environment. To develop and maintain a safe patient care therapeutic environment according to occupational Health. Health and Safety requirement, Infection control prescriptions and Implementation of Quality assurance protocols, policies and standard, Maintenance of management and control measure in regards with Human Resources, equipment, and all stock items according to protocol Participate in assessment and implementation of PMDS requirements and guidelines. Ensure high level of adherence through support and patients tracking systems. Ensure accurate data capturing system. Creating and promoting a customer friendly environment.
- ENQUIRIES** : Technical Enquiries: Ms. Mashishi MV Tel No:(012) 734 7000  
HR Enquiries: Ms. MB Mentoor Tel No: (012) 734 7000
- APPLICATIONS** : Applications should be submitted on a (PDF Format only) to the following email-address: [brenda.gededzha@gauteng.gov.za](mailto:brenda.gededzha@gauteng.gov.za) . Please use the reference as the subject or alternatively submit to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan or posted to Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000.
- NOTE** : Applicants must submit a new approved Z83 form with comprehensive CV, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication with HR Department. Failure to submit all the requested documents will result in the application not being considered. If you are not contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personal 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); identity verifications, qualifications verification, criminal record checks, credit/financial stability checks and employment verification.
- CLOSING DATE** : 06 September 2024 @ 12 noon
- POST 30/220** : **LECTURER PNDI / PNDII: REF NO: REFS/021138 (X9 POSTS)**  
Directorate: Nursing Education and Training
- SALARY** : PNDI: R451 533 – R530 376 per annum, (plus benefits)  
PNDII: R 553 545 – R726 717 per annum, (plus benefits)  
**CENTRE** : Gauteng College of Nursing (GCON): SG Lourens Campus  
**REQUIREMENTS** : **PNDI:** A Basic R.425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. A post-basic qualification in Nursing Education and registered with SANC. Current registration with SANC. Currently registered with SANC. A minimum of 4 years' appropriate/recognisable experience as a Professional



Nurse with SANC in General Nursing (less 1-year experience for candidates appointed from outside the Public Service after complying with registration requirements). A valid code 8 driver's licence. Computer literacy in MS Office and sound communication skills. Good supervisory skills, report- writing and presentation skills. The ability to work in a team and under pressure. **PNDII:** A Basic R.425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows for registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and of current registration. A post- basic nursing qualification in Nursing Education and registered with the SANC. A minimum of 14 years' appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in nursing education as a Lecturer/Educator after obtaining the 1-year post-basic qualification in the relevant specialty (less 1 years' experience for candidate appointed from outside the Public Service after complying with registration requirements). A Valid Code 8 driver's licence. The ability to apply computer technology and programmes. Good communication, supervisory, report writing and presenting skills. The ability to work in a team and under pressure.

**DUTIES** : Coordinate the provision of education and training of student nurses. Work effectively and co-operatively with students and ensure effective and successful education and training of student nurses, in both theory and clinical development. Ensure availability of student guidance and support. Support the Vision and Mission of the Campus by serving on committees, attending, and participating in meetings and Campus activities. Promote the image of the Campus. Implement assessment strategies to determine student's competence. Participate in research on Nursing Education.

**ENQUIRIES** : Mr. CAM Molokwane Tel No: (012) 319 5620  
**APPLICATIONS** : All applications should be submitted online only at <http://professionaljobcentre.gpg.gov.za/> NB: For assistance with online applications please e-mail your query to [e-recruitment@gauteng.gov.za](mailto:e-recruitment@gauteng.gov.za)

**NOTE** : Application must be accompanied by a fully completed New Z83 form and a detailed Curriculum Vitae (CV). Only Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview. It is the applicant's responsibility who have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. No hand delivered or faxed applications will be accepted. Applicants will be subjected to a pre-employment Medical Surveillance, and personnel suitability check (criminal record, citizenship, credit record checks, qualification verification; and employment verification). The employment decision shall be informed by the Employment Equity Plan of the Institution. It is the intention of the institution to promote equity (race, gender, and disability) through the filling of this post. Preference will be given to Coloured females, Indian males, and females. The institution reserves the right not to appoint. NB: Travelling and relocation costs will not be paid.

**CLOSING DATE** : 06 September 2024

**POST 30/221** : **DIAGNOSTIC: RADIOGRAPHER REF NO: MRH/2024/20**  
 Directorate: Allied

**SALARY** : R376 524 – R430 512 per annum, (salary will be determined as per OSD grading)

**CENTRE** : Mamelodi Regional Hospital

**REQUIREMENTS** : National Senior Certificate. National Diploma or Degree in Diagnostic Radiography Qualification. Current registration with HPCSA as an independent diagnostic radiographer. Diagnostic Radiographer. Computer skills, excellent time management skills, written and verbal communication skills and report writing. Honesty, integrity, and high work ethic. Good interpersonal skills and teamwork necessary. Knowledge of Public Service legislation, Policies and Procedures. Knowledge of current DOH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge and relevant experience in radiographic procedures, Quality Control and Record keeping processes is essential. Willingness to do shifts as and when required essential.

- DUTIES** : Select the exposure factor with due cognizance of all factors. Expose and process X-rays and ensure X-rays are taken and meet high professional status. Produce good quality CT scan images, good knowledge of all contrast media, planning and booking of CT Scan patients. Make sure that regulations pertaining to radiation, protection and safety are adhered to and that the budget is controlled. Receive cognizance of the traumatic and pathological condition that may be present and accept responsibility for the patient. Supervise subordinates. Ensure regular services of X-ray equipment. Manage, plan, organize and supervise the provision of general and specialized Radiography Services and students Clinical Training according to the vision and mission statements of the Department of Health, perform any other duty that may be delegated by the supervisor. Must be able to work independently without supervision. Must be willing to cover a 24 hours' duty roster. Work with covid suspected and confirmed patients. Participate in providing 24-hour Radiographic services in the hospital. Be part of the stand-by allocation or roster. Advise the management in Radiographic policy planning and implementation for service improvement. To adhere to Batho Pele Principles, Regulated Norms and Standards and Ideal Hospital Realisation and Maintenance framework, Quality Assurance and other Public Service policies and Acts. Manage conflict and implement corrective measures as and when necessary. Carry out duties delegated by the Departmental Management. Must work harmoniously with other healthcare workers within the Department and Institution. Perform and ensure that prescribed Quality Assurance/Control protocols are adhered to. Perform any ad-hoc duties allocated by Management. Be actively involved in in-service training for students and others and in CPD activities.
- ENQUIRIES APPLICATIONS** : Ms. Danke Tel No: (012) 841 0924  
: Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. For attention: Ms RM Tloane (HR Recruitment Section) or email: [Applications.MRH@gauteng.gov.za](mailto:Applications.MRH@gauteng.gov.za)
- FOR ATTENTION NOTE** : Mr H Hlophe Tel No: (012) 841 8329  
: Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSSA website and a detailed CV only. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital. Male applicants are encouraged to apply.
- CLOSING DATE** : 06 September 2024
- POST 30/222** : **PHYSIOTHERAPIST GRADE (1-3) REF NO: WRHD/05/08/2024**  
Directorate: West Rand Health District – Rehabilitation Programme
- SALARY** : Grade 1: R376 524 per annum, (plus benefits)  
Grade 2: R439 755 per annum, (plus benefits)  
Grade 3: R514 785 per annum, (plus benefits)  
(NB: Salary will be determined in line with OSD policy)
- CENTRE REQUIREMENTS** : Mogale Sub-District  
: Degree in Physiotherapy. Registration with the Health Professions Council of South Africa (HPCSA) as a physiotherapist. Current registration with HPCSA (2024/2025). Experience: **Grade 1:** None after registration with the HPCSA in 149 the relevant profession as a physiotherapist in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the as a physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA as a physiotherapist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11

years relevant experience after registration with the HPCSA in the as a physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA as a physiotherapist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA as a physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. A valid driver's license. Other skills/requirements: Computer literacy (Ms Word, Excel, Power Point). Knowledge of relevant legislations and related legal and ethical practices, PFMA and Public Service Act and regulations. Good written and communication skills. Ability to interact with patients, therapists and family/public. Ability to interact with the multidisciplinary team. Good time management and communication skills. Good interpersonal and organisational skills and the ability to function under pressure. Willingness to travel within the West Rand District Health Services.

**DUTIES** : Provide Physiotherapy services to patients in the primary health care. Contribute to the development of the programme. Collect, analyze and submit all relevant reports (monthly/ quarterly/ annual) of the programme. Implement quality care to patients. Implement health promotion, campaigns and screening in the facility and community. Promote and implement ongoing training, research /project. Implement performance management and development processes. Supervise occupational therapy assistants. Attend to all relevant meetings and contribute effectively. Adhere to all policies and protocols of the programme. Manage the workload of the sub-district manager when absent. Manage assistive devices and assets of the programme, be willing to travel long distance and from one clinic to the other. The incumbent should be a team player. Assessment and treatment of patients in adherence to the scope of practice. Assist with administrative activities, quality assurance and evidence-based programs. Contribute positively towards the development and growth of the physiotherapy department.

**ENQUIRIES** : Ms. D Ratlabala Tel No: (011) 953 5400 / (073) 874 1271 (Monday to Friday: from 08h00 to 16h00)

**APPLICATIONS** : Applications must be submitted to West Rand Health District Services, Cnr Luipaard and Vlei Street, Krugersdorp, or Private Bag X2053, Krugersdorp, 1740 or email to [recruitment.westrand@gauteng.gov.za](mailto:recruitment.westrand@gauteng.gov.za) . No faxed applications will be considered.

**NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. The information on the new Z83 must correspond with the Curriculum Vitae. Only shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All foreign qualification must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of 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, citizenship, credit record checks, qualification verification and employment/reference check verification). NB: Reference Checks: the applicant should provide contact details (names, cellphone number and email address) of his/her referees, of which immediate supervisor(s) must form part. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

**CLOSING DATE** : 06 September 2024 @ 16h00

<b><u>POST 30/223</u></b>	:	<b><u>SPEECH THERAPIST AND AUDIOLOGIST GRADE 1-3 REF NO: WRHD/06/08/2024</u></b> Directorate: West Rand Health District – Rehabilitation Programme
<b><u>SALARY</u></b>	:	Grade 1: R376 524 per annum, (plus benefits) Grade 2: R439 755 per annum, (plus benefits) Grade 3: R514 785 per annum, (plus benefits) (NB: Salary will be determined in line with OSD policy)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mogale Sub-District Degree in Speech Therapy and Audiology. Registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist and Audiologist. Current registration with HPCSA (2024/2025). Experience: <b>Grade 1:</b> None after registration with the HPCSA in 149 the relevant profession as a Speech Therapist and Audiologist in respect of South African qualified employees who performed Community Service, as required in South Africa. One-year relevant experience after registration with the HPCSA in the as a Speech Therapist and Audiologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> Minimum of 10 years relevant experience after registration with the HPCSA as a Speech Therapist and Audiologist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA in the as a Speech Therapist and Audiologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 3:</b> Minimum of 20 years relevant experience after registration with the HPCSA as a physiotherapist in respect of South African qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA as a Speech Therapist and Audiologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. A valid driver's license. Other skills/requirements: Computer literacy (Ms Word, Excel, Power Point). Knowledge of relevant legislations and related legal and ethical practices, PFMA and Public Service Act and regulations. Good written and communication skills. Ability to interact with patients, therapists and family/public. Ability to interact with the multidisciplinary team. Good time management and communication skills. Good interpersonal and organisational skills and the ability to function under pressure. Willingness to travel within the West Rand District Health Services.
<b><u>DUTIES</u></b>	:	Provide speech and audiology services to patients in the primary health care. Contribute to the development of the programme, collect, analyze and submit data monthly. Implement health promotion, campaigns and screening in the facility and community. Implement quality care to patients. Promote and implement ongoing training, research /project. Attend to all relevant meetings and contribute effectively. Implement performance management system in the programme. Adhere to all policies and protocols of the department. Manage the workload of the manager when absent. Manage assistive devices and assets of the programme, be willing to travel long distance and from one clinic to the other.
<b><u>ENQUIRIES</u></b>	:	Ms. D Ratlabala Tel No: (011) 953 5400 / (073) 874 1271 (Monday to Friday: from 08h00 to 16h00)
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted to West Rand Health District Services, Cnr Luipaard and Vlei Street, Krugersdorp, or Private Bag X2053, Krugersdorp 1740 or email to <a href="mailto:recruitment.westrand@gauteng.gov.za">recruitment.westrand@gauteng.gov.za</a> . No faxed applications will be considered.
<b><u>NOTE</u></b>	:	Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. The information on the new Z83 must correspond with the Curriculum Vitae. Only shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All foreign qualification must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of 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, citizenship, credit record checks, qualification verification and employment/reference check verification). NB: Reference Checks: the applicant should provide contact details (names, cellphone number and email address) of his/her referees, of which immediate supervisor(s) must form part. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

- CLOSING DATE** : 06 September 2024 @ 16h00.
- POST 30/224** : **OCCUPATIONAL THERAPIST GRADE 1-3 REF NO: WRHD/01/08/2024 (X3 POSTS)**  
Directorate: West Rand Health District – Mental Health
- SALARY** : Grade 1: R376 524 per annum, (plus benefits)  
Grade 2: R439 755 per annum, (plus benefits)  
Grade 3: R514 785 per annum, (plus benefits)  
(NB: Salary will be determined in line with OSD policy)
- CENTRE REQUIREMENTS** : Merafong Sub-District  
Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the HPCSA as an Occupational Therapist. Experience: **Grade 1:** None after registration with HPCSA as an Occupational Therapist. Minimum of 1-year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with HPCSA as an Occupational Therapist. Minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with HPCSA as an Occupational Therapist. Minimum of 21 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: A valid driver's licence. Other Skills/Requirements: Computer literacy (Ms Word, Excel, Power Point). Knowledge of mental health legislations and related legal and ethical practices, PFMA and Public Service Act and regulations. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Analytical thinking, independent decision-making and problem-solving skills. Good interpersonal and organisational skills and the ability to function under pressure. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary Care.
- DUTIES** : Assess and treat of clients with psychiatric disorders (children and adults) at various Health clinics / facilities and re-integrate them into the community. Screen for psychiatric disorders at clinics/ facilities and in the community. Conduct mental health talks, campaigns, and home/ school / work visits. Conduct regular support visits to licensed Mental health Non-Governmental Organisations (NGOs) – residential and Daycare NGOs for adults and children). Conduct formal assessments (audits) to assist the NGO with licensing requirements. Assess Mental Health care users at the NGOs and group them according to their level of function for suitable support and re-integration into the community. Develop and monitor implementation activity programme for Mental Health Care users in the NGO. Support NGO staff through training. Participate in allocated administrative duties and assist with other clinical and administrative work duties as needed. Adhere to provincial and District policies, procedures, guidelines, and regulations.
- ENQUIRIES** : Mr. B.E Mudau Tel No: (011) 953 5400 / (073) 115 8174 (Monday to Friday: from 08h00 to 16h00)
- APPLICATIONS** : Applications must be submitted to West Rand Health District Services, Cnr Luipaard and Vlei Street, Krugersdorp, or Private Bag X2053, Krugersdorp,

- 1740 or email to [recruitment.westrand@gauteng.gov.za](mailto:recruitment.westrand@gauteng.gov.za) . No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. The information on the new Z83 must correspond with the Curriculum Vitae. Only shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All foreign qualification must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of 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, citizenship, credit record checks, qualification verification and employment/reference check verification). NB: Reference Checks: the applicant should provide contact details (names, cellphone number and email address) of his/her referees, of which immediate supervisor(s) must form part. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 06 September 2024 @ 16h00.
- POST 30/225** : **OCCUPATIONAL THERAPY TECHNICIAN GRADE 1-2 REF NO: WRHD/02/08/2024 (X3 POSTS)**  
Directorate: West Rand Health District – Mental Health
- SALARY** : Grade 1: R255 078 per annum, (plus benefits)  
Grade 2: R297 441 per annum, (plus benefits)  
(NB: Salary will be determined in line with OSD policy)
- CENTRE REQUIREMENTS** : Merafong Sub-District  
: A recognised qualification that allows registration with HPCSA as an Occupational Therapy Technician. Registration with the HPCSA as an Occupational Therapy Technician. A current annual registration with HPSCA. A valid driver's license. Other skills/requirements: Computer literacy (Ms Word, Excel, Power Point). Knowledge of relevant legislations and related legal and ethical practices, PFMA and Public Service Act and regulations. Good written and communication skills. Ability to interact with patients, therapists and family/public. Ability to interact with the multidisciplinary team. Good time management and communication skills. Good interpersonal and organisational skills and the ability to function under pressure.
- DUTIES** : Render Occupational Therapy Technician duties at the Clinics and mental health NGOs in the district. Implement treatment prescribed by an Occupational Therapist. Assist in the treatment of individual mental health care users and running groups including substance abuse. Conduct screening of mental health disorders and general conditions at clinics and community. Conduct home, school and creche Conduct mental health campaigns at the clinic's community. Assist in providing clinical support and training to the NGO staff – residential and Day care for children and adults. Perform administrative tasks of compiling daily and monthly statistics including own monthly report, attending meetings (internal and external) and training, composing minutes of the meetings and keeping physical and electronic records. Adhere to provincial, district. Team player (multi-disciplinary team and other stakeholders).
- ENQUIRIES** : Mr. BE Mudau Tel No: (011) 953 5400 / (073) 115 8174 (Monday to Friday: from 08h00 to 16h00)
- APPLICATIONS** : Applications must be submitted to West Rand Health District Services, Cnr Luipaard and Vlei Street, Krugersdorp, or Private Bag X2053, Krugersdorp, 1740 or email to [recruitment.westrand@gauteng.gov.za](mailto:recruitment.westrand@gauteng.gov.za) . No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. The information on the new Z83 must correspond with the

Curriculum Vitae. Only shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All foreign qualification must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of 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, citizenship, credit record checks, qualification verification and employment/reference check verification). NB: Reference Checks: the applicant should provide contact details (names, cell phone number and email address) of his/her referees, of which immediate supervisor(s) must form part. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

- CLOSING DATE** : 06 September 2024 @ 16h00.
- POST 30/226** : **OCCUPATIONAL THERAPY TECHNICIAN GRADE 1-2 REF NO: WRHD/03/08/2024**  
Directorate: West Rand Health District – Rehabilitation Programme
- SALARY** : Grade 1: R255 078 per annum, (plus benefits)  
Grade 2: R297 441 per annum, (plus benefits)  
(NB: Salary will be determined in line with OSD policy)
- CENTRE REQUIREMENTS** : Merafong Sub-District  
A recognised qualification that allows registration with HPCSA as an Occupational Therapy Technician. Registration with the HPCSA as an Occupational Therapy Technician. A current annual registration with HPSCA. A valid driver's license. Other skills/requirements: Computer literacy (Ms Word, Excel, Power Point). Knowledge of relevant legislations and related legal and ethical practices, PFMA and Public Service Act and regulations. Good written and communication skills. Ability to interact with patients, therapists and family/public. Ability to interact with the multidisciplinary team. Good time management and communication skills. Good interpersonal and organisational skills and the ability to function under pressure.
- DUTIES** : The incumbent should be able to render Occupational Therapy Technician duties at primary health care set up. Render services to individual patients and groups. Conduct home visits and render services to NGO's. Assists with issuing assistive devices. Be able to initiate and maintain support groups to NGO's and facility. Implement treatment given by Occupational Therapist. The incumbent must be a team player. The incumbent will be expected to attend internal and external meetings and trainings. The incumbent will be expected to perform administrative tasks of compiling daily and monthly statistics. Compose minutes of meetings and maintain physical and or electronic records.
- ENQUIRIES** : Ms. D Ratlabala Tel No: (011) 953 5400 / (073) 874 1271 (Monday to Friday: from 08h00 to 16h00)
- APPLICATIONS** : Applications must be submitted to West Rand Health District Services, Cnr Luipaard and Vlei Street, Krugersdorp, or Private Bag X2053, Krugersdorp, 1740 or email to [recruitment.westrand@gauteng.gov.za](mailto:recruitment.westrand@gauteng.gov.za) . No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. The information on the new Z83 must correspond with the Curriculum Vitae. Only shortlisted candidates will receive communication from HR to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All foreign qualification must be accompanied by evaluation certificate from the South African Qualification Authority (SAQA). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of 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, citizenship, credit record checks, qualification verification and employment/reference check verification). NB: Reference Checks: the applicant should provide contact details (names, cellphone number and email address) of his/her referees, of which immediate supervisor(s) must form part. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

- CLOSING DATE** : 06 September 2024 @ 16h00.
- POST 30/227** : **SESSIONAL MEDICAL SPECIALIST ORTHOPAEDIC SURGERY REF NO: HRM/2024/08/22 (X2 POSTS)**  
Directorate: Orthopaedic Surgery
- SALARY** : Grade 1: R612 Per Hour  
Grade 2: R698 Per Hour  
Grade 3: R809 Per Hour  
80 Hours Per Month
- CENTRE** : Mamelodi Regional Hospital
- REQUIREMENTS** : Grade 12 Certificate, MBCHB OR equivalent qualification Plus MMED Orth/ FC Orth (SA). Registration certificate with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedic Surgery. Current practice with the HPCSA as a Medical Specialist. Experience Required: **Grade 1:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require 1-year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 2:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. **Grade 3:** Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. Recommendations: Sub-specialist medical knowledge, skills & competencies in Paediatrics will be an added advantage. Knowledge, Skills, Training and Competencies Required: Outstanding clinical skills in the field of Orthopaedic surgery, preferably obtained in public service/environment. Ability and practical experience to provide training for under and post graduates. Develop and review clinical protocols and guidelines for Orthopaedics Management (improvement, assurance, audits, etc.). Leadership, people management, problem solving, decision making and communication skills. Mentoring, coaching, facilitation, teaching and training skills. General management skills: human resources, finance, operations, strategy, marketing. Knowledge of relevant protocols, policies, regulations, public service legislation and guidelines. Medical ethics, epidemiology, research and statistics.
- DUTIES** : Will cover clinical skills, performance, training, research and supervision & support. Provision of Specialist Orthopaedics services. Participate in all Departmental activities: theatre, out-patient department and wards. Interns, Community Service Doctors, and Medical Officers training and supervision. Clinical Quality: audits, morbidity and mortality reviews, clinical guidelines, protocols, quarterly reports. Play a leadership role in conducting ward rounds, problem ward rounds, ground ward rounds, multidisciplinary meetings and mortality meeting for teaching purposes. Ensuring unit meetings occur regularly. Patient satisfaction: satisfaction surveys, community consultation and active participation in development of services, waiting times, customization of services. Systems: appropriate level of care, referral pathways, seamless and integrative service delivery systems. To perform overtime duties. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the Department. Assist with the administration of a component of the Orthopaedics Department.



**ENQUIRIES** : Dr LB Mapeshoane Tel No: (012) 842 0986  
Mr MH Hlophe: HR Manager Tel No: (012) 841 8329

**APPLICATIONS** : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032 Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital or email: [Applications.MRH@gauteng.gov.za](mailto:Applications.MRH@gauteng.gov.za)

**FOR ATTENTION NOTE** : Ms RM Tloane (HR Recruitment Section)  
: Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV only. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital. Male applicants are encouraged to apply.

**CLOSING DATE** : 06 September 2024

**POST 30/228** : **SESSIONAL SPECIALIST RADIOLOGIST REF NO: HRM/2024/08/21 (X2 POSTS)**  
Directorate: Radiology

**SALARY** : Grade 1: R612 Per Hour  
Grade 2: R698 Per Hour  
Grade 3: R809 Per Hour  
80 Hours Per Month

**CENTRE REQUIREMENTS** : Mamelodi Regional Hospital  
: National Senior Certificate and MBCCH/MBBCH degree that allows registration with Health Professional Council of South Africa as a Medical Specialist, independent practice. Certificate of registration with HPCSA and current annual renewal practising licence as a Medical Specialist. **Grade 1:** 2-5 years' experience in ultrasound and the department of Radiology. **Grade 2:** 5-10 years' experience in ultrasound and the department of Radiology. **Grade 3:** 10 years and more in ultrasound and the department of Radiology. Good verbal, interpersonal, communication, management and administrative skills. Must be computer literate. Ability to function effectively and independently under pressure and to take initiative. Must be a team player and be able to collaborate with other health professionals (MDT). Commuted overtime is compulsory.

**DUTIES** : Provide optimal radiology service. Assist clinicians with booking of patients and give Advice when necessary. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the supervision and support of radiographers in the department. Participate in the departmental academic programme. Assist with the administration of the department. Support the departmental activities for the development and training of undergraduate students.

**ENQUIRIES** : Dr LB Mapeshoane Tel No: (012) 842 0986  
Mr MH Hlophe: HR Manager Tel No: (012) 841 8329

**APPLICATIONS** : Applications must be submitted to: Mamelodi Regional Hospital, Human Resource Department, Private Bag X0032, Rethabile, 0122, hand delivery to: Human Resource, 19472 CNR Tsamaya Avenue and Serapeng Street, Mamelodi Regional Hospital. or email: [Applications.MRH@gauteng.gov.za](mailto:Applications.MRH@gauteng.gov.za)

**FOR ATTENTION NOTE** : Ms RM Tloane (HR Recruitment Section)  
: Applications must include only completed and signed New Z83 form obtainable from any Public Service Department or from the DPSA website and a detailed CV only. Only shortlisted candidates will be requested to bring original copies of qualifications and ID on the day of the interview. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. The specific reference number of the post must be correctly quoted failure to comply with these instructions will disqualify applications from being fairly processed. Candidates will be subjected to Medical Surveillance, Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification,

qualifications verification, criminal record check and employment reference check. Jobs are not for sale at Mamelodi Regional Hospital. Male applicants are encouraged to apply.

**CLOSING DATE** : 06 September 2024

**GOVERNMENT INFRASTRUCTURE DEVELOPMENT**

*The Department of Infrastructure Development is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.*

**APPLICATIONS** : To apply for the below positions, please apply online at <http://professionaljobcentre.gpg.gov.za>. Only online applications will be considered and for general enquiries please contact Human Resource at 072 668 0029/076 521 4118.

**CLOSING DATE** : 06 September 2024

**NOTE** : Applicants must utilise the most recent Z83 application for employment form issued by the Minister for the Public Service and Administration in line with the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and the Curriculum Vitae (CV) will result in disqualification. The New Z83 form, obtainable from the GPG Professional Job Centre website, any Public Service Department or the DPSA website [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. This post is a re-advert, those who previously applied are encouraged to re-apply. In line with the Department's employments Equity Plan, People with disabilities are encouraged to apply.

**OTHER POSTS**

**POST 30/229** : **CHIEF ENGINEER: MECHANICAL REF NO: REFS/021258**  
Chief Directorate: Professional Services

**SALARY** : R1 200 426 - R2 264 130 per annum, (all- inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).

**CENTRE** : Head Office

**REQUIREMENTS** : A Degree (NQF 7) in Engineering (B Eng/ BSC Eng) in Mechanical or relevant qualification recognised by SAQA. A minimum of six years post qualification experience as a registered Professional Engineer. A valid Driver's License. Compulsory registration with ECSA as a Professional Engineer. Competencies: Knowledge of Public Service Act of 1994 and Regulations of 2016. Government Immovable Asset Management Act of 2007. Knowledge of Occupational Health and Safety Act of 1993 and Regulations. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System. National Environmental Management Act, 1998 and related Protocols and Regulations. PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars. Knowledge of Provincial/Departmental Supply Chain Management Policies. Construction Industry Development Board Act of 2000 and Regulations. Hazardous Substances Act 15 of 1973. Broad Based Black Empowerment Act of 2003. Knowledge of Engineering Profession Act of 2000. Skills: Strategic

capability and leadership. Problem solving and analysis. Creativity, Financial management, Customer focus and responsiveness. Communication, Computer skills, People management, Planning and organising, Conflict management, Negotiation skills and Change management. Attributes: Responsive, Credible, Flexible, Quality-oriented, Creative, Decision making and Team leadership.

**DUTIES**

: Perform final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor current deployed technology. Pioneer new engineering services. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Assist with the establishment of the statutory structures as required in terms of the Act. Monitor OHS training interventions at all Health Facilities in terms of equipment. Monitor compliance of equipment with the OHS Act in all Health Facilities. Monitor training and related activities. Monitor safety audits. Monitor waste management policies and procedures. Monitor effective implementation of waste management and compliance with legislative requirements. Ensure continuous professional development to keep up with new technologies and procedure. Research on technical engineering technology to improve expertise. Liaise with relevant bodies and councils on engineering related matters. Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

**ENQUIRIES**

: Ms Bawinile Malope at (076) 521 4118/ (072) 668 0029

**POST 30/230**

: **CHIEF ENGINEER: CIVIL/STRUCTURAL REF NO: REFS/021259**  
Chief directorate: Professional Services

**SALARY**

: R1 200 426 - R2 264 130 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).

**CENTRE REQUIREMENTS**

: Head Office  
: A Degree (NQF 7) in Engineering (B Eng/ BSC Eng) in Civil/Structural Engineering or relevant qualification recognised by SAQA. A minimum of six years post qualification experience as a registered Professional Engineer. A valid Driver's License. Compulsory registration with ECSA as a Professional Engineer. Competencies: Knowledge of Public Service Act of 1994 and Regulations of 2016. Government Immovable Asset Management Act of 2007. Knowledge of Occupational Health and Safety Act of 1993 and Regulations.

Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System. National Environmental Management Act, 1998 and related Protocols and Regulations. PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars. Knowledge of Provincial/Departmental Supply Chain Management Policies. Construction Industry Development Board Act of 2000 and Regulations. Hazardous Substances Act 15 of 1973. Broad Based Black Empowerment Act of 2003. Knowledge of Engineering Profession Act of 2000. Skills: Strategic capability and leadership. Problem solving and analysis. Creativity, Financial management, Customer focus and responsiveness. Communication, Computer skills, People management, Planning and organising, Conflict management, Negotiation skills and Change management. Attributes: Responsive, Credible, Flexible, Quality-oriented, Creative, Decision making and Team leadership.

**DUTIES**

: Perform final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor current deployed technology. Pioneer new engineering services. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Assist with the establishment of the statutory structures as required in terms of the Act. Monitor OHS training interventions at all Health Facilities in terms of equipment. Monitor compliance of equipment with the OHS Act in all Health Facilities. Monitor training and related activities. Monitor safety audits. Monitor waste management policies and procedures. Monitor effective implementation of waste management and compliance with legislative requirements. Ensure continuous professional development to keep up with new technologies and procedure. Research on technical engineering technology to improve expertise. Liaise with relevant bodies and councils on engineering related matters. Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

**ENQUIRIES**

: Ms. Bawinile Malope at 076) 521 4118/ (072) 668 0029

**POST 30/231**

: **ENGINEER: PRODUCTION MECHANICAL REF NO: REFS/021261**  
Chief Directorate: Professional Services

**SALARY**

: R833 499 - R1 254 282 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic

salary). The offer is based on recognition of experience after obtaining registration (only shortlisted candidates will attach proof of recognised experience).

**CENTRE  
REQUIREMENTS**

: Head Office  
: An Engineering degree (B Eng / BSC (Eng) in Mechanical Engineering or equivalent qualification. A minimum of 3 years' post qualification experience in Engineering is required. Must be a registered as a Professional Engineer with ECSA. Must have a valid driver's license. Competencies: Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Engineering design and analysis Programme and project management. Computer-aided engineering applications. Knowledge of legal compliance. Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, financial management, Customer focus and responsiveness, Communication, Computer literacy Conflict management, Problem solving, Research, Technical report writing and Networking.

**DUTIES**

: Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering works according to norms and standards and code of practice and approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and process and administer performance management and development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor, control expenditure and service report on expenditure and service delivery.

**ENQUIRIES**

: Ms Bawinile Malope at (076) 521 4118/ (072) 668 0029

**DEPARTMENT OF ROADS AND TRANSPORT**

**APPLICATIONS**

: To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za> Only online applications will be considered and for general enquiries please contact Human Resource Tel No: (011) 355 7521/ Tel No: (011) 011355 7252.

**CLOSING DATE**

: 06 September 2024

**NOTE**

: Applicants must utilise the most recent Z83 application for employment form issued by the Minister for the Public Service and Administration in line with the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and the Curriculum Vitae (CV) will result in disqualification. The New Z83 form, obtainable from any Public Service Department or the DPSA website [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representation will receive preference. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. In line with the Department's employments Equity Plan, Females and People with disabilities are encouraged to apply.

## OTHER POSTS

- POST 30/232** : **LEGAL ADMINISTRATION OFFICER – MR5 REF NO: REFS/021277**  
Branch: Corporate Services  
Directorate: Litigation Services
- SALARY** : R440 412 – R1 053 387 per annum. The offer is based on recognition of experience. (Proof of recognized experience will be requested only to the shortlisted candidates).
- CENTRE REQUIREMENTS** : Johannesburg  
LLB Degree/B.Proc//Bcom Law/BA Law or relevant qualification. At least 14 years appropriate post qualification legal experience. A valid Driver's License is essential. Knowledge and skills: Knowledge and experience in research; Good communication skills (written and verbal); Ability to work under pressure and solve problems; Good office administration, planning and organizing; Computer literacy. Knowledge of Administrative and Constitutional Law, Legislation and Regulations relevant to the Public Service, Legal drafting and interpretation. Knowledge of court procedures; Experience in the management of litigation.
- DUTIES** : To provide litigation services, to provide legal opinions, to render legal contract administration services. Manage the operational processes, resources and procedures associated with Legal Services. To provide effective and efficient legal advisory services to the entity to provide litigation services. To provide legal opinions to render legal contract administration services. Handle all queries relating to internal and external auditors. Manage the operational processes, resources and procedures associated with Legal Services.
- ENQUIRIES** : Mr. Yusef Patel Tel No: (011) 355 7149
- POST 30/233** : **ENGINEERING TECHNICIAN PRODUCTION GRADE A – C REF NO: REFS/021278**  
Branch: Transport  
Directorate: Transport Infrastructure Planning
- SALARY** : R371 253 – R556 080 per annum. The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested only to the shortlisted candidates).
- CENTRE REQUIREMENTS** : Johannesburg  
National Diploma in Civil Engineering/ Transport Engineering. Compulsory registration with ECSA as an Engineering Technician with 3 years post qualification technical experience. Valid driver's license. Knowledge: Knowledge of Gauteng Infrastructure Act of 2001, SPLUMA, National Land Transport Act of 2009 and other relevant prescripts. Knowledge of geometric design and traffic engineering principles, land-use planning principles, transportation planning processes and the associated legal compliance requirements. Research and development knowledge. Technical report writing and computer aided design applications. Skills: The analysis of survey drawings and transportation infrastructure design drawings. Data Management: ability to collect, analyse, and manage large transport planning and design datasets related to transportation infrastructure and land-use management. Ability to work effectively in multi-disciplinary teams, and coordinate with various stakeholders, professional consultants (town and regional planners, civil and transportation engineers, land surveyors, environmental planners, etc.), Provincial and National Departments, Planning and Transportation Agencies, all municipalities in the Gauteng Province, the general public. Communication and presentation skills, with the ability to convey complex technical concepts to diverse audiences.
- DUTIES** : Assess, evaluate and compile conditions in relation to and protecting the Gauteng Strategic Road Network (GSRN) in terms of Gauteng Transport Infrastructure Act (GTIA), 2001(Act No. 8 of 2001 as amended) and other related legislation and policies. The said development applications from include townships, professional consultants (town and regional planners, civil and transportation engineers, land surveyors, environmental planners, etc.), other Provincial departments and National Departments, agencies, all municipalities in the Gauteng Province and the general public include township establishments, removal of restrictive conditions in title deeds, rezonings, subdivisions, consent uses, consolidations and the evaluation of site development plans for building line encroachment applications. Conduct site

investigations to assess the safety of proposed access positions to proposed land use change developments i.e. check for compliance to sight distances requirements required to finalise conditions and comments for land use change and development locations. Render consultation services and attend to enquiries in relation to the land use change and development applications affecting the Gauteng Strategic Road Network (GSRN). These inquiries include walk-ins without appointments, telephonically, email and virtual meetings. Assist in the management and supervision of staff in the sub-directorate, compile individual monthly technical reports and assist the administrative staff especially on the technical aspects of the work. Receive development applications (through the Departmental registry system) and assess if they are affected by the GSRN and the applicable provisions of the GTIA. Allocate development applications to the other technical teams within the Department, i.e. Design Service and Traffic Engineering. Issue written instructions to the administration team within the sub-directorate Development Facilitation to compile official responses, comments and conditions to the land use and development applications. Ensuring adherence to turn around times and quality assurance of written instructions to the administration teams.

**ENQUIRIES** : Mr F Masuku Tel No: 011 355 7195

**DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION**

**APPLICATIONS** : must be hand delivered to: Head of Office: 35 Surrey House, Cnr Rissik & Fox Street, Johannesburg or email to: SACR.Recruitment@gauteng.gov.za (Please note that this email is for applications only.). Application drop-off time: From 07:30 till 16: 00 Monday to Friday.

**FOR ATTENTION** : HR: Recruitment and Selection

**CLOSING DATE** : 10 September 2024

**NOTE** : Applicants can apply manually using new Z83 form accompanied by a detailed CV. Certified copies of qualifications and other supporting documents will be required from shortlisted candidates. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 01st January 2021, a new application form which can be downloaded at www.dpsa.gov.za-vacancies. From 01 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered". Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation. The Department reserves the right to withdraw posts if by doing so, the interests of the Department will be best served.

**OTHER POSTS**

**POST 30/234** : **ASSISTANT DIRECTOR: MASS PARTICIPATION AND SPORT DEVELOPMENT CONDITIONAL GRANT (SCHOOL SPORT AND COMMUNITY SPORT SIYADLALA) REF NO: SACR/2024/07**  
Directorate: Sport and Recreation  
(3 year contract)

**SALARY** : R444 036 per annum, (plus 37% in lieu of benefit)  
**CENTRE** : Johannesburg (Head office)  
**REQUIREMENTS** : The successful candidate should have Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma/ /Degree (NQF Level 6/7) in Financial Management/Project/ Programme Management/Business Administration or relevant qualification. A minimum 3-years relevant experience. Must have a valid Driver's License. Skills: Organizing. Ability to operate a computer (both hardware and software). Problem-solving. Conflict resolution. Project Management. Policy Analysis. Finance: Budgeting; SCM. Facilitation. Research. Reporting. Planning. Analytical thinking. Interpersonal relationships. Maintaining discipline. HR. Knowledge: Finance- Financial procedures, regulations and instructions. HR management practices, legal issues, negotiations, dealing with conflict. Assisting in career planning and utilization of personnel. Training of subordinates. Compilation of reports and reporting procedures; Administration procedures. Planning and organizing- How to plan for activities which may include projects, programmes, strategic sessions and policy/act/framework matters. Computer knowledge.

**DUTIES** : Ensures the effective flow of information and documents between the Grant Office and programmes – including all support offices within the Department and externally (Finance; M&E; Planning; HOD; GPT; DSAC; other). Ensures the safekeeping of all conditional grant documentation in line with relevant legislation and policies. Obtain inputs, collate and compile reports and Poe's, e.g. Progress reports Monthly and Quarterly reports. Any other reports required and legislated by the conditional grant. submissions related to the conditional grant programmes. Responds to enquiries received from internal and external stakeholders. Draft documents as required. Collects, analyses, and collates information requested for the conditional grant. Manages staff reporting to them. Ensure that all Business Plans from programmes are aligned with the broad strategy supported by the conditional grant. Ensure adherence to the conditional grant framework; PIA; Penalty Schedules; policies and legislation informing the conditional grant. Remain up to date with prescripts; policies and DPSA directives, circulars. Maintain communication with support offices (CFO's offices, Planning and M&E). Monitor conditional grant funding (transfers from DSAC and spending pattern). Reporting. Attendance of all conditional grant meetings. Support to programmes funded by the conditional grant. Support with all planning processes related to the conditional grant. Ensure effective and efficient record-keeping of all documents (financial and non-financial).

**ENQUIRIES** : Mr. Nkhumeleni Magadze Tel No: (011) 355 2615/2861/2606

**POST 30/235** : **ASSISTANT DIRECTOR: MASS PARTICIPATION AND SPORT DEVELOPMENT CONDITIONAL GRANT (CLUB DEVELOPMENT AND ACADEMIES) REF NO: SACR/2024/08**  
Directorate: Sport and Recreation  
(3-year contract)

**SALARY** : R444 036 per annum, (plus 37% in lieu of benefit)  
**CENTRE** : Johannesburg (Head office)  
**REQUIREMENTS** : The successful candidate should have Grade 12 Certificate plus a 3-year tertiary qualification, National Diploma/ /Degree (NQF Level 6/7) in Financial Management/Project/ Programme Management/Business Administration or relevant qualification. A minimum 3-years relevant experience. Must have a valid Driver's License. Skills: Organizing. Ability to operate a computer (both hardware and software). Problem-solving. Conflict resolution. Project Management. Policy Analysis. Finance: Budgeting; SCM. Facilitation. Research. Reporting. Planning. Analytical thinking. Interpersonal relationships. Maintaining discipline. HR. Knowledge: Finance- Financial procedures, regulations and instructions. HR management practices, legal issues, negotiations, dealing with conflict. Assisting in career planning and utilization of personnel. Training of subordinates. Compilation of reports and reporting procedures; Administration procedures. Planning and organizing- How to plan for activities which may include projects, programmes, strategic sessions and policy/act/framework matters. Computer knowledge.

**DUTIES** : Ensures the effective flow of information and documents between the Grant Office and programmes – including all support offices within the Department and externally (Finance; M&E; Planning; HOD; GPT; DSAC; other). Ensures the safekeeping of all conditional grant documentation in line with relevant legislation and policies. Obtain inputs, collate and compile reports and Poe's, e.g. Progress reports Monthly and Quarterly reports. Any other reports required and legislated by the conditional grant. submissions related to the conditional grant programs. Responds to enquiries received from internal and external stakeholders. Draft documents as required. Collects, analyses, and collates information requested for the conditional grant. Manages staff reporting to them. Ensure that all Business Plans from programs are aligned with the broad strategy supported by the conditional grant. Ensure adherence to the conditional grant framework; PIA; Penalty Schedules; policies and legislation informing the conditional grant. Remain up to date with prescripts; policies and DPSA directives, circulars. Maintain communication with support offices (CFO's offices, Planning and M&E). Monitor conditional grant funding (transfers from DSAC and spending pattern). Reporting. Attendance of all conditional grant meetings. Support to programmes funded by the conditional grant. Support with all planning processes related to the conditional grant. Ensure effective and efficient record-keeping of all documents (financial and non-financial).



- ENQUIRIES** : Mr. Nkhumeleni Magadze Tel No: (011) 355 2615/2861/2606
- POST 30/236** : **GRANT OFFICERS: MASS PARTICIPATION AND SPORT DEVELOPMENT CONDITIONAL GRANT (ACADEMY, SCHOOL SPORT, CLUB DEVELOPMENT AND COMMUNITY SPORT SIYADLALA) REF NO: SACR/2024/09 (X5 POSTS)**  
 Directorate: Sport and Recreation  
 (3-year Contract)
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum, (plus 37% in lieu of benefit)  
 : Johannesburg (Head office)  
 : The successful candidate should have Grade 12 Certificate plus a National Diploma/ Degree (NQF Level 6/7) in sport management or Relevant qualification. No experience is required. Relevant experience within the post will be an added advantage. A valid driver's License. Additional requirements include communication skills, Interpersonal skills, project management skills, financial and programmatic report writing skills and computer literacy. Knowledge: Finance- Financial procedures, regulations and instructions. HR management practices, legal issues, negotiations, dealing with conflict. Assisting in career planning and utilization of personnel. Training of subordinates. Compilation of reports and reporting procedures; Administration procedures. Planning and organizing- How to plan for activities which may include projects, programmes, strategic sessions and policy/act/framework matters. Computer knowledge.
- DUTIES** : Compiling of all conditional grant monthly, quarterly and annual reports (both programmatic and financial) with POE files for grant-funded programs. Ensure that the correct reporting, business plan and planning templates- as per DSAC/Cond. Grant Framework directives are used and populated accurately. Ensure that all Report/POE submissions are properly packaged as required in the Cond Grant Framework/Departmental Filing Plan. Ensure that records are properly kept and managed. Ensure that all monthly and quarterly reports and POE's are submitted on the stipulated timeframes. Annual Report inputs are provided to M&E when & if required. Attend to/resolve all queries, and Adhoc requests related to the conditional grant. Ensure accurate and up-to-date filing of Reports, responses, and presentations. Attend all meetings with the transferring department and any other meetings pertaining to the conditional grant. Ensure that programmes implemented and funded by the conditional grant are in line with the Cond Grant Framework/DSAC Standards and are outlined in the approved Cond Grant Business Plan.
- ENQUIRIES** : Mr. Nkhumeleni Magadze Tel No: (011) 355 2615/2861/2606
- POST 30/237** : **SPORT PROMOTION OFFICER (ACADEMY) REF NO: SACR/2024/10 (X6 POSTS)**  
 Directorate: Sport Development and Co-ordination (Academies)  
 (3-year Contract)
- SALARY CENTRE** : R308 154 per annum, (plus 37% in lieu of benefit)  
 : Head office  
 : Tshwane  
 : Ekurhuleni  
 : Johannesburg  
 : Sedibeng  
 : West Rand
- REQUIREMENTS** : The successful candidate should have Grade 12 Certificate plus National Diploma/ Degree (NQF Level 6/7) in sport science or relevant qualification. No experience is required. A valid driver's license. Experience in sport Science will be added as advantage. Additional Requirements include: communication skills, Inter-Personal skills, Project Management skills, report writing skills and Computer literacy. Knowledge: Finance- Financial procedures, regulations and instructions. HR management practices, legal issues, negotiations, dealing with conflict. Assisting in career planning and utilization of personnel. Training of subordinates. Compilation of reports and reporting procedures; Administration procedures. Planning and organizing- How to plan for activities which may include projects, programmes, strategic sessions and policy/act/framework matters. Computer knowledge.
- DUTIES** : To co-ordinate the sport science programme at the District Academies in the province in conjunction with Local Government, the Regional Sports

Confederations, district priority sport federations and relevant stakeholders that include the private sector. Coordinate the sport science testing of athletes based at the district academies and monitor their development. Analyze the sport science testing results and implement an intervention strategy with the athletes and their coaches. Manage the periodization of athletes in the Academy. Liaise with the stakeholders of Academy in implementing the Academy High-Performance system. Co-ordinate Academy coaches and athletes training and capacity building programmes. Manage the District Academy facilities and coordinate programmes for high performance use. Adhere to all conditions as set out in the National Academy Strategic Framework and other relevant policies inclusive of the National Sport Plan and Policies on Transformation and PFMA. Coordinate the re-habilitation programme of injured athletes that are on the district academy programmes. Assist with the coordination of sport science testing programme within the region and the province.

- ENQUIRIES** : Mr. Nkhumeleni Magadze Tel No: (011) 355 2615/2861/2606
- POST 30/238** : **SPORT PROMOTION OFFICER REF NO: SACR/2024/11 (X2 POSTS)**  
Directorate: School Sports
- SALARY** : R308 154 per annum, (plus 37% in lieu of benefit)  
**CENTRE** : Head Office  
**REQUIREMENTS** : The successful candidate should have Grade 12 Certificate plus a National Diploma/Degree (NQF Level 6/7) in Sport / Recreation or relevant qualification. A driver's license and experience may serve as an advantage. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.
- DUTIES** : Coordinate the establishment and provide support to sport and recreation structures in district and provincial level in conjunction with all relevant stakeholders. Facilitate sustainable capacity development program in sport within the schools, district and province. Implement sport and recreation program at the regional and provincial level to promote school sport programs. Coordinate the equipment and attire program. Coordinate the Provincial Wednesday League Program. Promote School Sport programs. Monitor and evaluate compliance with sport and recreation transformational policies. Render administrative functions in relation to the school sport program.
- ENQUIRIES** : Mr. Nkhumeleni Magadze Tel No: (011) 355 2615
- POST 30/239** : **SPORT PROMOTION OFFICER REF NO: SACR/2024/12 (X2 POSTS)**  
Directorate: Sports and Recreation
- SALARY** : R308 154 per annum, (plus 37% in lieu of benefit)  
**CENTRE** : Head Office  
**REQUIREMENTS** : The successful candidate should have Grade 12 Certificate plus a National Diploma/Degree (NQF Level 6/7) in Sport / Recreation or relevant qualification. A driver's license and experience may serve as an advantage. Skills: The candidate must have Communication; Computer literacy; Interpersonal relations.
- DUTIES** : To support the Department of Sport, Arts, Culture and Recreation (DSACR) to administer Recreation Program. Provide administrative and logistical support to the Recreation Program. Facilitate and record all information including listing and compiling and verifying of monthly statistics. Consolidate and submit monthly and quarterly programme reports.
- ENQUIRIES** : Mr. Ouwen Gaveni Tel No: (011) 355 2861
- POST 30/240** : **SPORT PROMOTION OFFICER: CLUB DEVELOPMENT REF NO: SACR/2024/13 (X4 POSTS)**  
Directorate: Sport Development and Coordination
- SALARY** : R308 154 per annum, (plus 37% in lieu of benefit)  
**CENTRE** : Head Office (X1 Post)  
Johannesburg (X1 Post)  
Sedibeng (X2 Posts)
- REQUIREMENTS** : A successful candidate should have a Degree/ National Diploma in Sport Management/ Sport Administration or equivalent in the sport field. A valid driver's license and experience in the sports field may serve as an advantage.

**DUTIES**

Additional requirements include communication skills, interpersonal skills; project management skills and computer literacy, client-oriented and ethical.

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Coordinate and implement club development Programmes in conjunction with federations, clubs and other stakeholders. Coordinate capacity-building workshops and training. Update the provincial database on club development. Ensure that all relevant logistics (equipment, attire, transport etc.) are procured for the club in the programmes. To ensure that clubs participate in the league programmes of federations. To ensure that payments are paid timeously. Ensure that records are properly kept and managed. Ensure that the relevant policies and legislation are implemented. Assist federations and other sports Stakeholders administratively and programmatically. Management and administrative support to federations.

**ENQUIRIES**

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Mr. Ouwen Gaveni Tel No: (011) 355 2861