

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: Kindly note that the post of Clinical Manager (Medical Officer Grade 1) with Ref No: DHCM/11/2023 (**For Johannesburg Health District**) advertised in Public Service Vacancy Circular 08 dated 01 March 2023, The Job Title has been amended as follows: Clinical Manager Grade 1 with Ref No: DHCM/11/2023

OTHER POSTS

- POST 13/17** : **CLINICAL MANAGER: (MEDICAL SERVICES) REF NO: REFS/020262**
Directorate: Medical Services
- SALARY CENTRE REQUIREMENTS** : R1 288 095 – R1 427 352 per annum, (all-inclusive package)
: Kalafong Provincial Tertiary Hospital
: Medical registration with the HPCSA plus post-graduate qualification(s) in Public Health Medicine/ Public Health Management/Public Administration or Health System. A minimum of three (3) years' experience after registration with HPCSA as a Medical Practitioner in the Public Service. Competencies: Strategic capability and leadership. Change Management, planning and organizing, strategy, policy development, project management, financial management, client orientation and focus, people oriented. High level computer literacy. Knowledge of GPG and Health Policies and procedures, relevant legislation and public service regulations. Understanding of expectations of customers. Knowledge Management, Health Information Management, Clinical Governance and Economics, Evidence based Medicine and Monitoring, Evaluation and Reporting.
- DUTIES** : Functioning as a Medical Manager in a Tertiary Hospital with an ambitious and innovative team, a Medical Manager will be expected to add value as follows: Provide and inspire medical services to deliver excellent Tertiary medical services. Plan, manage, monitor and evaluate activities of medical services directorate. Plan, manage, and control resources allocated to medical service directorate. Lead and manage the development of Functional Business Units (FBU's). Ensuring decentralized management and accountability and ensure adhere to clinical governance.
- ENQUIRIES APPLICATIONS** : Dr. E.H.L Mpshe Tel No: (012) 318 6501
: must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- NOTE** : Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Applicant in a possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply.
- CLOSING DATE** : 06 May 2024
- POST 13/18** : **MEDICAL SPECIALIST REF NO: REFS/020263**
Directorate: Ophthalmology
- SALARY CENTRE** : R1 214 805 per annum, (all inclusive)
: Kalafong Provincial Tertiary Hospital

- REQUIREMENTS** : MBChB or equivalent. FC Ophth (SA) and MMed (Ophth). Registration as a specialist Ophthalmologist with the HPCSA. 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, 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 APPLICATIONS** : Dr. A Sewanywa Tel No: (012) 318 6929
: must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- NOTE** : Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Applicants in a possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply.
- CLOSING DATE** : 06 May 2024
- POST 13/19** : **REGISTRAR (MEDICAL) REF NO: REFS/020265**
Directorate: Orthopaedics
- SALARY CENTRE REQUIREMENTS** : R906 540 per annum, (all inclusive)
: Kalafong Provincial Tertiary Hospital
: MBChB qualification. Registration as an Independent medical practitioner with the HPCSA. Recommendations: Successful completion of primaries (FCSA primary) is a strong recommendation. Applicable experience in Orthopaedics will be an added advantage.
- DUTIES** : Successful candidates will be responsible for the rendering of clinical services, which includes after-hours work (weekdays and weekends). Rotation through hospitals and units associated with the University of Pretoria. Participate in departmental activities in relation to teaching and research. The candidate will have to complete a research project as required by the HPCSA for registration. The candidate will have to maintain a logbook and a portfolio of learning as required by the Colleges of Medicine of South Africa.
- ENQUIRIES APPLICATIONS** : Dr. M.J Tladi Tel No: (012) 373 1010 / 1011
: must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- NOTE** : Applications must be filled on a new Z83 effective from 1 January 2021 form and a comprehensive CV (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Qualifications of candidates recommended for appointment will be verified. Applicant in a possession of a foreign qualification when shortlisted must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applications received after

closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply.

- CLOSING DATE** : 06 May 2024
- POST 13/20** : **REGISTRAR MEDICAL REF NO: REFS/020351 (X2 POSTS)**
Directorate: Radiology
- SALARY CENTRE REQUIREMENTS** : R906 504 - R947 046 per annum, (all-inclusive package)
: Kalafong Provincial Tertiary Hospital
: MBChB qualification. Registration with the HPCSA as an Independent Medical Practitioner. Applicant must be post Community Service. Completion of Community Service and FC Rad (D) Part 1 examination.
- DUTIES** : The successful candidate will be rotating in different discipline of Radiology and will be responsible for reporting on all imaging modalities during the day and after hours in the allocated hospitals (Kalafong Provincial Tertiary Hospital, Steve Biko Academic Hospital, and 1 Military Hospital). The successful candidate will be responsible for related administrative responsibilities, undergraduate teaching and postgraduate research i.e. complete one dissertation before the end of five (5) years.
- ENQUIRIES APPLICATIONS** : Prof. Suleman F.E Tel No: (012) 318 6617
: can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459 or apply online at www.gautengonline.gov.za
- NOTE** : Applications must be filled on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV. Only the shortlisted candidates will be required to submit certified documents on or before the day of the interviews. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Foreign qualifications will only be submitted by shortlisted candidates. Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 06 May 2024. The closing time on the closing date will be 12h00.
- POST 13/21** : **REGISTRAR MEDICAL REF NO: REFS/020350 (X2 POSTS)**
Directorate: Internal Medicine
- SALARY CENTRE REQUIREMENTS** : R906 504 - R947 046 per annum, (all-inclusive package)
: Kalafong Provincial Tertiary Hospital
: MBChB qualification. Registration with the HPCSA as an Independent Medical Practitioner. Applicant must be post Community Service. Completion of FCP Part 1 examination. Applicants must have an interest in Internal Medicine. The successful candidate will be expected to register for an MMED at the University of Pretoria and to fulfil the requirements in obtaining a MMED degree which includes a research component. To achieve this aim the candidate will have to frequent attend academic meetings, and to do case and journal presentations at these meetings. The successful candidate will be expected to work in Internal Medicine for Four (4) years, and will have to perform after hours calls. The post is a combined training position between Kalafong Provincial Tertiary Hospital and University of Pretoria.
- DUTIES** : The successful candidate will be expected to work in the Department of Internal Medicine at Kalafong Provincial Tertiary Hospital with rotations to subspecialty units at SBAH. Work will include delivering clinical care to all in-patient in the service unit allocated to as well as performing outpatient clinical duties. The main responsibility will be to assess and evaluate patients with Internal Medicine disorders on calls. Admit and clerks patients to the Internal Medicine wards and to follow patient care through until discharge. The successful candidate will work independently but will be supervised by a specialist physician. The candidate will be expected to do patient related administrative tasks and to schedule follow-up outpatient appointments. A major responsibility will be to keep proper clinical records.

- ENQUIRIES** : Prof. Van Zyl D.G Tel No: (012) 373 1014
- APPLICATIONS** : can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459 or apply online at www.gautengonline.gov.za
- NOTE** : Applications must be filled on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV. Only the shortlisted candidates will be required to submit certified documents on or before the day of the interviews. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Foreign qualifications will only be submitted by shortlisted candidates. Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 06 May 2024. The closing time on the closing date will be 12h00.
- POST 13/22** : **ASSISTANT MANAGER NURSING PNA7 (MEDICAL) REF NO: REFS/TMH/24/04/01 (X1 POST)**
Directorate: Nursing Services
- SALARY** : R627 474 – R724 278 per annum, plus benefits
- CENTRE** : Tambo Memorial Hospital
- REQUIREMENTS** : Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 8 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/ recognizable experience at Management level. A Diploma/ Degree in Nursing Administration. Strong leadership skills, Basic Computer skills, good communication and interpersonal relation skills, problem solving, conflict resolution skills and ability to work under pressure. Sound knowledge of National Core Standards Nursing Strategy, PFMA, Labour relations and other related legislative framework.
- DUTIES** : Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistence communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationship with nursing and other stakeholders (i.e. inter-sectoral and multidisciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, policies and procedures. Manage effective utilization and supervision of human, financial, and material resources. Coordination of provision of effective training and research. Maintain professional growth / ethical standards and development of self and subordinates.
- ENQUIRIES** : Mrs. C.M Malekane Tel No: (011) 898 8311
- APPLICATIONS** : can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459 or apply online at www.gautengonline.gov.za
- NOTE** : Applications must be filled on a new Z83 form (obtainable from any Public Service Department or on www.dpsa.gov.za/documents) accompanied by a comprehensive CV. Only the shortlisted candidates will be required to submit certified documents on or before the day of the interviews. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Foreign qualifications will only be submitted by shortlisted candidates. Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 06 May 2024. The closing time on the closing date will be 12h00.

POST 13/23 : **PN-B3 OPERATIONAL MANAGER NURSING SPECIALTY REF NO: REFS/020349 (X1 POST)**
Directorate: Nursing Services
Departments: Neonatal Intensive Care Unit/High Care

SALARY CENTRE REQUIREMENTS : R627 474 per annum, (plus benefits)
: Kalafong Provincial Tertiary Hospital
: Basic qualification accredited with South African Nursing Council in terms of Government Notice 425 i.e. Diploma / Degree or equivalent qualification that allows registration with SANC as a Professional Nurse. Post-Basic Nursing qualification with a duration of at least 1 year accredited with SANC in the relevant specialty. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Current (2024) SANC receipt. Diploma in Nursing Administration /Management will be an added advantage. Computer literacy and driver's license will be an added advantage. Knowledge of Nursing care processes and procedures, nursing statutes, National Core Standards and other relevant Legal frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act. Skills: Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Ability to interact with diverse stakeholders and givers. Good communication skills (verbal and written). Report writing skills. Interpersonal skills including conflict management and counselling.

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

ENQUIRIES APPLICATIONS : Ms. K.A Kelembe Tel No: (012) 318-6634/6930
: must be submitted to: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

NOTE : Applications must be filled on a new amended Z83 form accompanied by a Curriculum Vitae (CV)only that highlights or stating the requirements mentioned above, and applicants must indicate the post reference number on their applications. Applicants are not submitting copies/attachments/proof/certificates/ID/Driver license/qualifications on application, only when shortlisted. Qualifications of candidates recommended for appointment will be verified. 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. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Note: Kalafong Provincial Tertiary Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representative in terms of race, disability and gender will receive preference.

CLOSING DATE : 06 May 2024

DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)

APPLICATIONS CLOSING DATE : Please apply online at <https://jobs.gauteng.gov.za/>
: 06 May 2024

NOTE

: No late applications will be considered. No faxed or emailed applications will be accepted. The Gauteng Department of Human Settlements promotes equal opportunity and aims to implement affirmative action measures to address the disadvantages in employment. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference. Whites, Indians, Coloureds and Persons with disabilities are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a new Z83 and a comprehensive Curriculum Vitae (CV) only. Certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job) will be limited to shortlisted candidates only. 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. For all SMS positions, the successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government and the Pre-entry SMS certificate must be submitted prior to appointment. For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

MANAGEMENT ECHELON

POST 13/24

: **DIRECTOR: ANTI-FRAUD AND CORRUPTION UNIT REF NO: REFS/020333**
(Five (5) Years Fixed Term Contract)
Please note that this is a re-advertisement and applicants who previously applied are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS

: R1 162 200 per annum, (all – inclusive package)
: Johannesburg
: A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Forensic Investigation / Law/ Public Management and Administration/ Fraud Examination and/or any relevant qualification. A minimum of 5 years' relevant experience in Anti-Fraud & Corruption unit at Middle/Senior Management level. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. The candidate should have knowledge of the Fraud and Corruption environment, Knowledge and understanding of relevant legislation and Public Service Regulations. Understanding of policy formulation, development, monitoring and updating. Competencies and Skills: Presentation and interviewing skills; good planning and organising skills, report writing skills, good verbal and written communication skills at an executive management level, analytical skills and problem-solving skills, mentoring and coaching skills. Personal Attributes: Self-motivated. Work well under pressure. Good Interpersonal skills. Reliable and Responsible. Positive attitude.

DUTIES

: Conduct and oversee investigations in accordance with investigation methodology/forensic investigation methodology. Develop, implement and review all anti-fraud and corruption, ethics policies, strategies and procedures in the Department. Conduct workshops to promote the Code of Conduct. Develop fraud risk register and ethics risk register for the Department and assist business units to develop action plans to mitigate the fraud and ethics risks identified. Promote an ethical culture and ensure that the organisation is compliant with applicable laws and regulations. Management of performance and development. Consolidate, review and submit monthly and quarterly reports to relevant stakeholders. Management of the business unit.

ENQUIRIES

: Ms. Miyelani Tshabalala at 063 691 4046