

Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Expect to relieve supervisor as part of development.

**ENQUIRIES
APPLICATIONS**

: Mr GNB Moeng Tel No: (011) 488 3424, Ms M. Maseko Tel No: (011) 488 4732
: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Room 08. No. 17 Jubilee Road, Park town, 2193.

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. 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 reserves the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. Coloured Males, Coloured Females, Indian Males and Indian Females, African males and African Females are encouraged to apply.

CLOSING DATE

: 09 February 2024

POST 03/23

: **CHIEF SPEECH THERAPIST REF NO: REFS/019720**
Directorate: Speech Therapy and Audiology

SALARY

: R520 785 per annum, (plus benefits). Please note that the salary will be adjusted according to years of experience as per OSD policy.

CENTRE

: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS

: Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in Speech and Audiology profession. Registration with the HPCSA in Speech Therapy. A minimum of 3 years appropriate experience in Speech Therapy after registration with the HPCSA as an Independent Practitioner. Knowledge: Public Service Act and Regulations. Batho-Pele principles. PFMA Quality Assurance. Labour relations: Disciplinary and Conflict Management Procedures. Skills: Communication (written and verbal). Ability to work under pressure in a challenging environment. Interpersonal and Listening skills. Computer Literacy. Research skills. The following will be an added advantage: Working experience in an academic hospital.

DUTIES

: To coordinate and provide effective speech therapy service to in and outpatients. Planning and problem solving appropriately. Identifying departmental needs, managing waiting list, participating in implementing new services and developing management protocols for improved patient care. Control the identification of needs of therapeutic programmes and the execution thereof. Ensure quality/ risk management and control. Develop and review departmental policies, procedures and protocols and ensure adherence to applicable health legislation. Manage,

monitor assistive devices and control the cost centre. To manage all resources appropriately. Keep records, manage information and write reports. Collect and analyse data. To participate in all department, hospital and provincial activities. To work with in an MDT approach including attendance and participation in Providing education and counselling to patients, family and caregivers. Selecting issuing and training appropriate use of assistive devices. Monitoring and reviewing patient progress. Documenting patient information, statistics, attending ward rounds, discussions and meeting within a multidisciplinary team. Contributing to service development by monitoring, evaluating and co-ordinating existing and new services. Identifying departmental needs, managing waiting list, participating in implementing new services and developing management protocols for improved patients care. Providing public education regarding feeding and communication difficulties. To comply with all departmental procedures and protocols. To manage all resources appropriately. To complete monthly statistics and reports. To participate in all departmental, hospital and provincial activities. To work with in an MDT approach including attendance and participation in MDT meetings.

ENQUIRIES : Ms. T Radebe Tel No: (011) 488 4228/4296, Ms MP Rapetswa Tel No: (011) 488 3711

APPLICATIONS : Applications should be submitted on a (PDF Format only) to the following email-address: Medicalhr.Cmjah@gauteng.gov.za. Only online applications will be considered. Please use the reference as the 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/Y 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 an 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 posts). 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 Males, Coloured Males, Coloured Females, Indian Males, Indian Females, White Males, White Females and African Females are encouraged to apply.

CLOSING DATE : 09 February 2024

POST 03/24 : **OPERATIONAL MANAGER GENERAL REF NO: REFS/019721**
Directorate: Nursing Department (Urology Ward)

SALARY : R497 193 per annum
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : Basic R425 qualification (diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with SANC as a Professional Nurse. Have a