

- POST 16/136** : **PHARMACIST ASSISTANT POST BASIC REF NO: MSD2022/06**
Directorate: Warehouse
- SALARY** : R124 845 per annum, plus benefits
CENTRE : Medical Supplies Depot
REQUIREMENTS : Post Basic Pharmacist Assistant qualification. Proof of registration with the South African Pharmacy Council as a Post Basic Pharmacist Assistant. Proof of payment on the annual fee registration with the Pharmacy Council for the current financial year. Must have at least a minimum of 1-year experience in warehousing, stock management, stock take, and distribution. Good supervisory skills are required. Experience in staff management is essential. Both written and verbal communication skills are necessary. Must have an extensive understanding of the Pharmacy Act, Medicines and Related Substances Act, Good Pharmacy Practice, Good Distribution Practice, Good Warehousing Practice, Public Finance Management Act, and waste management.
- DUTIES** : Supervise and perform the receiving, storage, issuing and distribution of pharmaceuticals within your designated store. Practice stock management according to the FIFO/FEFO principles. Assist with the training and disciplining of staff, leave planning and time and attendance. Assist with the preparation of the store for the annual and bi-annual stock take. Participate in the processes of resolving complaints from Demanders, cyclic stock counts and all investigations within the store. Assist in ensuring that all Acts, rules, regulations, instructions, procedures, policies, and SOPs adhere to. Assist with the management of staff performance as per schedule. Ensure that the store and staff members adhere to the rules and regulations of OHS including wearing protective clothing at all times. Involved in the development of staff members in the warehouse store. Assist with the daily planning of the warehouse
- ENQUIRIES** : Ms K Dheda Tel No: (011) 628 9183
APPLICATIONS : Applications must be submitted to: Medical Supplies Depot, Human Resource Department, Private Bag X2, Auckland Park, 2006. Hand Delivery at Medical Supplies Depot, 35 Plunkett Street, Hursthill at the Registration Department and sign in the register book.
- NOTE** : A curriculum vitae with a detailed description of duties and the names of two referees, copies of ID and qualification should also be attached. Smart ID must be photocopied on both sides and must accompany your application for employment (New Z83 form). Applications received on the old Z83 application form will not be considered. All required information on the application form must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. Only short-listed candidates will be required to submit certified documents on or before the day of the interview following communications from Medical Supplies Depot Human Resource. It will be required of the successful candidate to undergo an appropriate security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA). Shortlisted candidates might be subjected to a competency assessment. Correspondence will be limited to shortlisted candidates only.
- CLOSING DATE** : 20 May 2022
- POST 16/137** : **PROPERTY CARETAKER REF NO: STDH/2022003 (X2 POSTS)**
Directorate: Admin & Support Services
- SALARY** : R104 073 – R122 592 per annum, plus benefits
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : Abet level 4/Grade 10 school report. Valid driver's license, grade 12 certificate, garden experience and horticulture certificate will be an added advantage. Have good communication skills and ability to work as a team and under stressful conditions.
- DUTIES** : Collect general and medical waste, empty dustbins, mow the grass, apply insecticides, remove weeds, prune and trim the flowers and trees, cleaning of machines and tools after use, Loading and off-loading of furniture. Cleaning of storm water channels and gutters. Keep equipment and tools safe. Perform pest control in all departments. Communicate with all stakeholders, Adhered to infection control. To carry lawful instructions given by an authorized person.
- ENQUIRIES** : Ms CT Mtsweni Tel No: (011) 531 – 4378

- APPLICATIONS** : Applications must be submitted to: The HR Manager, Sizwe Tropical Disease Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital main entrance, No.2 Corner Club and Modderfontein Road, Sandringham.
- NOTE** : To be submitted on a New Z83 form, the form must be fully completed and signed. A recent comprehensive CV with two or more references, copies of qualifications and ID must be attached (Do not certify copies), communication regarding certified documents will only be limited to shortlisted candidates. Applicants must indicate the department for which they are applying for. Applications received after closing date as well as those that do not comply with the requirements i.e incomplete Z83, will not be taken into consideration. All recommended candidates will be subjected to vetting processes (ie. Reference check, qualification verification, police clearance, citizenship verification etc.)
- CLOSING DATE** : 20 May 2022
- POST 16/138** : **SESSIONAL MEDICAL SPECIALIST UROLOGY REF NO: HRM/2022/12**
Directorate: medical
- SALARY** : Tariff: R532.00
CENTRE : Mamelodi Regional Hospital
REQUIREMENTS : National Senior Certificate. MBCHB appropriate post degree qualification in Urology that allows registration with the HPCSA as Medical Specialist in a normal specialty and proof of current registration as a Specialist Urologist. Relevant experience in the department of urology will be an added advantage.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Required to do clinical audit and where necessary improvement plan, clinical audits and where necessary quality improvement plans. Assist to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs, be willing to do outreach programs where applicable and must be willing to treat positive COVID-19 patients. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.
- ENQUIRIES** : Dr E.B. Mankge Tel No: (012) 841 8305
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)
NOTE Applications must be submitted on a New Z83 form obtainable from any Public Service Department or from the DPSA website, which must be completed in full, with CV and the required documents. Only shortlisted candidates will be requested to bring certified copies. 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.
- CLOSING DATE** : 20 May 2022
- POST 16/139** : **PERIODIC MEDICAL OFFICER REF NO: 013936 (X1 POST)**
Directorate: Family Medicine
- SALARY** : Grade 1: R395.00 per hour
Grade 2: R452.00 per hour